STATEMENT OF POLICY:

Purpose: The purpose of this policy is to guide the Board of Directors (BOD) and Management Company in maintaining the American Pediatric Surgical Nurses Association, Inc. (APSNA) website which accurately reflects the mission, vision, programs, services, and interests of the organization in a professional manner.

Policy Defined:
I. The accuracy, approval and appropriateness of general content and sections on the APSNA website is the responsibility of the Management Company and assigned APSNA board member(s).

II. The responsibility for accuracy of information for specific sections of the APSNA website is determined by the Committee Chair responsible for that committee/group.

III. Website Content Management:
A. All pages must comply with APSNA’s policies and guidelines. No page can contain any copyrighted or trademarked material without permission, except as permitted by law.
B. Photographs, drawings, video clips, sound clips and other content and materials contained within may not be used on a page without permission of the person who created them or who owns the rights, except as permitted by law.
C. Where timely content is of concern to the viewer of any page, consideration must be made for providing “last revised” or other notice of current date of the information. Content should be reflective of the latest practices in the field, the process of doing business, and the historical and archival significance of the information. References should be cited for educational content, as appropriate.

IV. Sections of the website may be deemed to be secure, such as the Members Only Page(s).

PROCEDURE:

I. The APSNA website will be reviewed for design, navigation, and technology on an ongoing basis by the Management Company and assigned board member(s).
A. All content will be submitted to the Secretary and/or assigned board member(s) to be reviewed, revised, and approved/denied prior to website posting.
B. The Director of Education and/or Educational Content Advisory Group (ECAG) and/or designated board member(s) will review and provide feedback related to educational content.
C. Special Interest Group (SIG) Pages will be evaluated by the SIG Chair(s) or designee at least every two months or minimum on a quarterly basis to evaluate content and integrity of links.
II. Website Content:
A. Member List-serves: To support and encourage networking among members the site maintains an e-mail discussion list-serve, APSNA Connect, as well as for the respective SIGs. APSNA does not endorse any of the information contained or exchanged via the list-serves and many not be held liable for implementation of suggestions and/or recommendations. Discussion list-serve users are required to follow the list-serve netiquette guidelines. Shared drives for committees or SIGs will require approval of the BOD and adhere to the procedures listed here.

B. Sponsorship: Sponsorship and product or event promotion via the website is strictly limited to the APSNA Career Center or per the Mailing List Policy. See 3b, under “Policy Defined.”

C. Resource Links: A site that is determined to be consistent with the mission of APSNA and/or the expectation and needs of its members may be linked to the website pending review and approval of the Educational Content Advisory Group or designated board member(s). Linking does not constitute and should not imply an endorsement by APSNA.

D. Logos of industry partners with links to their sites may be placed on the site to recognize their support of APSNA as an official sponsor of the particular product or program. Permission for the use of the logos will be obtained by the designated board member, committee or SIG chair. APSNA does not recognize this as advertising but rather as recognition of support.

E. Donations: Donations are accepted on the APSNA website. APSNA, Inc., Registration No. CH46292 has complied with registration of Chapter 496, Florida Statutes, The Solicitation of Contributions Act. A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL FREE 1-800-435-7352 WITHIN THE STATE OF FLORIDA. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE.

F. Member Directory – NOTE: Any use of the APSNA Membership Directory (its content and member profile information) for third party distribution or any purpose aside from personal references is in violation of the use of the Membership Directory.

III. Website Disclaimer Statement: All content and images contained on this website are the property of the American Pediatric Surgical Nurses Association, Inc. (APSNA), unless otherwise noted, 5353 Wayzata Blvd, Suite 350, Minneapolis, MN 55416, Copyright APSNA. The APSNA logo is a registered trademark of the American Pediatric Surgical Nurses Association, Inc.

**Information contained on this website** is provided for general information purposes only. Due to the display capabilities of various web browsers, and the possibility of typographical and data entry errors that may result from constant updating, the information should not be considered accurate or complete unless confirmed in writing by the American Pediatric Surgical Nurses Association, Inc. Content is subject to change without notice, and information published on the website does not necessarily reflect the most current information available.

**APSNA will not be held liable** in any way for direct or indirect consequential damages as a result of the use of this website or the information contained herein. APSNA will not be held responsible in any way for the content of websites connected to this site and published by other parties, and in providing links to these sites; APSNA neither endorses the publishers nor attests
to the accuracy of their information. For details regarding the use of the APSNA list serves, please review this page.

Any information submitted to APSNA through the feedback utilities on this site will be considered non-confidential and the APSNA reserves the right to reproduce such information and/or disclose it to other parties without restriction.

**DISCLAIMER OF ENDORSEMENT:** Reference on this Website (or associated communication tools) to any specific commercial products, process or service by trade name, trademark, manufacture, or otherwise does not constitute or imply its endorsement, recommendation, or favoring by APSNA, its Board of Directors or Members. The views and opinions of independent authors regarding such products or processes do not state or reflect those of APSNA, its Board of Directors or Members and reference to this Association shall not be used for advertising or product endorsement.