Web Page Guidelines

All web pages must follow district guidelines and be approved by the principal and /or webmaster prior to publication.

Content

All web pages must:

1. Contain name, address and district e-mail address of the author. Student web pages shall use the sponsoring staff member;

2. Be grammatically correct with no spelling errors. Spell checking and proofreading are required;

3. Contain current and accurate information;

4. Include a copyright statement, if appropriate;

5. Use formats approved by the district's webmaster;

6. Contain a created or modified date and the name or initials of the person responsible;

7. Identify district affiliation and if the site has multiple pages, contain a return link to return to the home page;

8. The home page must contain a return link to the district's home page.

Links to other than district sites are subject to approval by the webmaster. All links should be checked regularly and revised as necessary.

Use of web pages for financial gain is prohibited.

Standards

Web page authors shall:

1. Comply with Board policies, administrative regulations, these guidelines and copyright laws;

2. Respect the rights of others;

3. Maintain the privacy of others;

4.   Use websites for academic, educational and research purposes only;

5.   Use conventions of standard English or other languages.

Web page authors shall not:

1.   Display abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit or illegal material;

2.   Use website for commercial, purchasing or illegal purposes.

Disclaimer

The following disclaimer must be accessible from the home page of any website.

The district has made every reasonable attempt to ensure that the district's web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the district's electronic communications policy.

Student Safeguards

1.   Web page documents may include a student's first and last name unless a photo is involved, in which case only the student's first name may be used;

2.   Documents may not include a student phone number, address, names of other family members or names of friends;

3.   Published e-mail address is restricted to the sponsoring staff members;

4.   Decisions on publishing student pictures will be made by the principal after determining that the student's parents have not objected to such publication under Policy JOA.

Maintenance

Maintenance of web pages, including the timely update of information and periodic checks of links, is the responsibility of the author. Web pages not up to date may be removed by the webmaster.

The district reserves the right to remove web pages and, if necessary, access to user accounts, without prior notice, if the content is unacceptable.

Privacy

There shall be no expectation of privacy for information stored in or transmitted with district equipment.

The district webmaster may review web page to maintain system integrity and to monitor appropriate use of district equipment. Illegal activities will be reported to the appropriate authorities.