

## 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. Be grammatically correct with no spelling errors. Spell checking and proofreading are required;
2. Contain current and accurate information;
3. Include a copyright statement, if appropriate;
4. Use district templates;
5. Contain a created or modified date and the name or initials of the person responsible;
6. Identify district affiliation and contain a link to return 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 Web sites 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 Web site for commercial, purchasing or illegal purposes.

### **Disclaimer**

The following disclaimer will be published on all web pages:

“The accuracy and quality of information cannot be guaranteed. The district will not be responsible for any information that may be lost, damaged or unavailable due to technical or other difficulties.”

### **Student Safeguards**

1. Web page documents may not include students names without prior district authorization.
2. Documents may not include a student’s phone number, address, names of other family members or names of friends.
3. Published e-mail addresses are restricted to staff members or to a general group e-mail address where mail is forwarded to a staff member.
4. Decisions on publishing student pictures will be made by the supervising administrator, after checking with the school office to determine if the student’s parents have objected to such publication.

### **Maintenance**

Maintenance of web pages, including the timely update checks of information and periodic 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 on or transmitted with district equipment. The district webmaster may review web pages to maintain system integrity and to monitor appropriate use of district equipment. Illegal activities will be reported to the appropriate authorities.

## Permission

\_\_\_\_\_ I give my permission to allow my student to construct and publish an Internet web page or have his/her work included in a web page.

\_\_\_\_\_ I do not give permission for my student's work to be published on the district web page.

\_\_\_\_\_ I do not give permission for my student's photograph to be published on the district web page.

Parent Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Sponsoring Teacher Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_