

District Web Pages

1. School Web Pages

The principal will designate a school web development committee, responsible for managing the school Web site and monitoring class, teacher, student, and extracurricular Web pages. All official material originating from the school will be consistent with the district style and content guidelines and approved through a process established by the web development committee. The web development committee will develop additional guidelines for the Web site.

2. Teacher Web Pages

Teachers may establish Web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites as outlined by their web development committee. Teacher Web pages will not be considered official material, but will be developed in such a manner as to reflect well upon the district and school.

3. Staff Web Pages

Staff may develop Web pages that provide a resource for others. Staff will be responsible for maintaining their resource sites as outlined by their web development committee. Staff Web pages will not be considered official material, but will be developed in a manner as to reflect well upon the district.

4. Student Web Pages

Students may create a web site as part of a class activity. Material presented on a student class activity Web site must meet the educational objectives of the class activity.

- a. With the approval of the web development committee or the district technology coordinator, students may establish personal Web pages. Material presented in the student's personal Web site must be related to the student's educational and career preparation activities.
- b. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Acceptable Use Policy or student disciplinary code. However, student material may not be removed on the basis of disagreement with the views expressed by the student.
- c. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to Pendleton School District 16R."
- d. Student Web pages will be removed at the end of the school year unless special arrangements are made. A notice will be provided to students prior to such removal.

5. Extracurricular Organization Web Pages

- a. With the approval of the building principal, the web development committee, and the district technology coordinator, extracurricular organizations may establish Web pages. Material presented on the organization Web page must relate specifically to organization activities.
- b. Organization Web pages must include the following notice: “This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to Pendleton School District 16R.”

6. Web Page Design

- a. All district Acceptable Use Policy provisions will govern material placed on the Web.
- b. Web Pages shall not:
 - (1) Contain the name, home address, e-mail address, or phone number of students.
 - (2) Display photographs or videos of any identifiable students.
 - (3) Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a web site is within the fair use exemption.
- c. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.
- d. Students may retain the copyright on the material they create that is posted on the Web. District employees may retain the copyright on material they create and post if appropriate under district policies.
- e. All Web pages should carry a stamp indicating when it was last updated and the e-mail address of the building Web master for the page.
- f. All Web pages should have a link at the bottom of the page that will help users find their way to the appropriate home page.
- g. Users should retain a back-up copy of their Web pages.

Pendleton School District 16R - District Copyright
Web Publishing Rules

Copyright law and district policy do not allow the republishing of text or graphics found on the Web on district Web sites or file servers without explicit written permission.

1. For each republishing (on a Web site or file server) of a graphic or a text file which was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. In many cases, that notice should also include the URL (Web address) of the original source.
2. Students and staff engaged in producing Web pages must provide their building web development committee with e-mail or hard copy permissions to file before the Web pages are actually published. In the case of “public domain” documents, printed evidence must be provided to document the status of the materials.
3. The failure of a site to display a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. If the materials have been improperly and illegally displayed by a Web site, the manager of that Web site may not be considered a source of permission.
4. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both parent and student with the Pendleton School District 16R Parent Permission Form for World Wide Web Publishing of Student Work.

Staff members and students with questions regarding these guidelines are advised to check with the web development committee in their building before proceeding with the collection of images and text.

Copyright Permission Letter

Directions: Whenever a student or staff member wishes to “republish” someone else’s writing or graphics on a district Web site, explicit permission must be obtained from the owner of copyright or evidence must be provided that the materials are “in the public domain.” The form below may be copied and pasted into an e-mail message sent to the owner of the site and/or the owner of copyright. An e-mail reply which answers all questions fully and grants permission should be printed out and presented along with any Web pages being submitted to the building web development committee for publication. Every Web page containing such items must provide full credit to the source, indicate that permission was granted and include a notice clarifying that all rights are still reserved by the copyright owner.

***** Copy the letter below and E-Mail to Site Owner *****

Pendleton School District 16R Copyright Permission Request

[Type Name of Site here]

[Type Name of Site Manager here]

[Type e-mail address of Site Manager here]

[Type URL (s) (addresses) of Web page containing desired item(s)]

Dear[insert name of Site Manager]:

I am a[insert either student or teacher] in the Pendleton Public Schools creating Web pages for a school project. My school is (insert name of school). My e-mail address is[insert full e-mail address of site Web manager].

We are currently engaged in a project which[insert description of the project and its goals here].

I am interested in gaining permission to “re-publish” the following material from your Web site on our school’s Web site:

[Describe first item]

[Describe additional items]

Are you the holder of a copyright for these materials? Yes No

If you are not the holder of a copyright, please identify the owner and supply an e-mail address so that I may contact the owner? _____

If you are the holder of copyright, may we “republish” these items, including at the bottom of the Web page a clear notice that we are “re-publishing” the item with your permission, with all rights reserved?

- I give my permission.
- I do not give my permission.

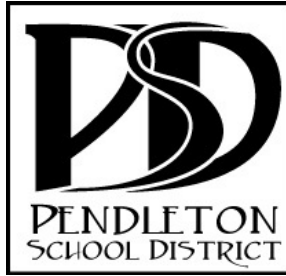
Please write the words you wish for us to place at the bottom of the page describing your copyright restrictions. _____

Thanks so much for your time and assistance.

Please send back this whole message with your name and title at the bottom so that we can identify the source of permission.

Sincerely,

[insert your name]



Pendleton School District 16R

**Parent Permission Form for World Wide Web
Publishing of Student Work**

Name of Student _____

School _____ Name of Parent _____

We understand that our daughter or son's art work or writing is under consideration for publication on the World Wide Web, a part of the Internet. We further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to us as parents. No home address, telephone number, student name, recognizable student photo, or student e-mail address will appear with such work.

We grant permission for the World Wide Web publishing as described. A copy of all such publishing will be printed out and brought home for us to see.

Signature

Date

Signature

Date

I, the student, also give my permission for such publishing.

Student signature

Date