



Code: **IIBGB**
Adopted: 1/04/07
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Orig. Code(s): IIGBB

Web Pages

The district may establish a website. Material appropriate for placement on the district website includes: District information, school information, teacher or class information, student projects, and student extracurricular organization information. Personal, non-educationally related information will not be allowed on the district website.

The district Technology Coordinator will designate a district web master, responsible for maintaining the official district website and monitoring all district web activity. The district web master will develop style and content guidelines for official district and school web materials and develop procedures for the placement and removal of such material. All official district material originating from the district posted on the district website must be approved through a process established by the district Technology Coordinator.

School Web Pages

The principal will designate a school website master, responsible for managing the school website and monitoring class, teacher, student, and extracurricular web pages. All official material originating from the school will be consistent with the district style. All web material generated at a school will be submitted to the school website master for review. Once the material has been reviewed by the school website master the site master will upload the material to the district web server.

The Website Master will insure that:

1. All material to be uploaded to the district web server will adhere to the guidelines found within the district web policy and Reynet guidelines for appropriate usage.
2. all links are functioning and are educationally appropriate at least two layers deep.

Teacher Web Pages

Teachers may establish Web pages for use with class activities or that provide a resource for other teachers for submission to the school web master. 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.

Staff Web Pages

Staff may develop Web pages that provide a resource for others. Staff will submit web pages to the school web master for uploading to the district web server. Staff Web pages will not be considered official material, but will be developed in a manner as to reflect well upon the district.

Student Web Pages

Students may create a web site as part of a class activity or, with the approval of the school website master, a staff sponsored special project. Material presented on a student class activity Web site must meet the educational objectives of the class activity.

With the approval of the principal or school website master, 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, as well as adhere to Reynet policies regarding appropriate usage.

It will not be considered a violation of a student's right to free speech for the school- or district- web master to remove 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.

Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the district or the Multnomah Education Service District" and/or an icon stating the same as provided by the district webmaster.

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.

Extracurricular Organization Web Pages

With the approval of the building principal, extracurricular organizations may establish web pages. Material presented on the organization web page must relate specifically to organization activities.

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 the MESD or district" and/or an icon stating the same as provided by the district webmaster.

Web Page Design

All district Acceptable Use Policy provisions will govern material placed on the web.

Web Pages shall not:

1. Contain the full name, address, or phone number of students. First names or first names and the first letter of the last name may be used where appropriate.
2. Display photographs or videos of any identifiable individual without a signed model release. Model releases for students under the age of 18 must be signed by their parent or guardian.
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.

Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.

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.

All web pages should carry a stamp indicating when it was last updated and the site web master's e-mail address.

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.

Users should retain a back-up copy of their web pages.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2006).

Copyrights, 17 U.S.C. §§ 101- 1332; 19 C.F.R. Part 133 (2006).