Silver Falls School District 4J

Web-Site Guidelines

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

<u>Content</u>

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:

   "This page and appropriate subsidiary pages may be copied and used by other teachers, schools, and non-profit organizations, but may not be published, distributed, or sold without permission of the author."

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.

7. Contain only links that have been personally visited by the author to verify appropriateness of content;

8. Not contain photos of students without the clearance of the school's principal and student's parents/guardians;

9. Not contain works from students whose parents/guardians have restricted their access to the system; and

10. Be removed in a timely manner as requested per the district's guidelines.

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 personal financial gain is prohibited.

<u>Standards</u>

Web-page authors shall:

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

2.   Adhere to technical specifications and directory hierarchies as determined by the district webmaster and/or district technology committee with approval of the superintendent;

3.   Recognize webs are shared among district schools, such as curriculum areas, and will follow district templates and/or guidelines as determined by the district webmaster and/or district technology committee with approval of the superintendent;

4.   Respect the rights of others;

5.   Maintain the privacy of others;

6.   Use web sites for academic, educational and research purposes only. Each staff member will be allocated 2 megabytes of disk space for personal use upon request. This space is not to be used for personal financial gain, must adhere to district guidelines, and is subject to review by the district webmaster and/or district technology committee for appropriateness; and

7.   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; and

2.   Use web site for commercial, purchasing or illegal purposes.

The district webmaster/school principal/school Internet coordinator will be responsible for:

1.   Approving their school's home page. This home page must contain the school's name, city, state, a link to the district's home page, and the e-mail address of the principal's name.

The superintendent/webmaster/designee must:

1.   Give permission to school users to access the district web server;

2.   Review all new web pages for educational appropriateness; and

3.   Periodically review existing web pages for appropriateness.

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."

<div align="center">OR</div>

> "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 only the first name and the initial of the student's last name.

2. Documents may not include a student's phone number, address, or 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 teacher, after checking with the school office to determine if the student's parents have objected to such publication.

5. Students will not use "Chat Rooms" or other new Web technology without prior approval from the school principal or designee.

Maintenance

Maintenance of web pages, including the timely update of information and periodic checks of links, is the responsibility of the author. Web pages may be removed by the district webmaster or designee if not maintained appropriately.

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.

<center>PERMISSION</center>

_____   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(s).

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

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

Parent Name (print) _____

Signature _____

Name of Student _____

Date _____

Sponsoring Teacher Name (print) _____

Signature _____   Date _____