

Web-Page Guidelines

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

Content

All web pages must:

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

District affiliation and a link to return to the district's home page will be included on each school's home page.

Links to other than district sites are subject to approval by the teacher. 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 language.

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 the home page of the district site and each school site:

The district has made every reasonable attempt to ensure that the district's web pages are educationally sound, 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. All student home pages must be approved by parents prior to publishing on the district website.
2. Timely online publications such as newspaper or yearbooks may include student name, photo, and/or other relevant information as would be common to traditional (paper) forms of these publications, unless a student's parents object to such publication.
3. Published email addresses are restricted to staff members or to a general group email address where mail is forwarded to a staff member.

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 teacher.

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 superintendent 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.

Electronic Communication Permission Form

- Yes No I give permission for my son/daughter to have internet access.
- Yes No I give permission for my son/daughter to have a personal internet web page published on the district website. (You will be given the opportunity to view and will be asked to give final approval of your son/daughter's web pages prior to publication on the Internet.)
- Yes No I give permission for my son/daughter's work to be published on the school district's website. (This might include academic coursework for a variety of classes as required for an assignment, or to be used as work samples for others to view.)
- Yes No I give permission for my son/daughter's name, photo, or other relevant information to be included in online publications. (Such as an online newspaper or yearbook.)

Parent Name (print) _____

Signature _____ Date _____

Name of Student _____

Sponsoring Teacher Name (print) _____

Signature _____ Date _____