

## Web-Page Guidelines

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

### Content

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;
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 personal 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 (i.e., no use of directory information or pictures of students without written permission on file);
4. Use web sites for academic, educational and research purposes only;
5. Use age/grade appropriate 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 illegal purposes.

### **Disclaimer**

The following disclaimer will be published on all district main web pages:

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. Additional information requires written parent permission.
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. Written parent permission must be on file prior to publishing student pictures and/or directory information.

### **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 technology coordinator/superintendent.

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 technology coordinator/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.

## Permission

I give my permission:

- to publish my student's picture/likeness on the internet.
- to publish my student's full name on the internet.
- to publish my student's work on the internet.

This permission applies until it is revoked in writing: \_\_\_\_\_

This permission applies only as described below:

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Parents,

Please note that students or staff may publish student pictures, names and work on the district intranet without prior permission as these intranet publications are only viewable within the confines of our district network.

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

Signature \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_