

LINE MOUNTAIN SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: INTERNET WEB-SITE

ADOPTED: April 23, 2019

REVISED:

	815.2 Internet Web-Site
1. Purpose	<p>The district web site provides information about school curriculum, instruction, school activities, and other information relating to our schools and our district's mission.</p> <p>Creators of web pages need to familiarize themselves with, and adhere to, the following procedures and responsibilities.</p>
2. Delegation of Responsibility	<p><u>Content Standards</u></p> <p>The school principal, or designee, is responsible for school web page approval, in consultation with the building web representative and district webmaster. All updates must be cleared with the District Office liaison to the technology committee.</p>
3. Guidelines	<p><u>Subject Matter</u></p> <p>Subject matter on web pages should relate to curriculum, instruction, school activities and general information that is consistent with the district mission.</p> <p>The development of staff home pages that provide homework and curricular information is encouraged. Personal information to be included is at the discretion of the faculty member. Students may not publish personal home pages as part of the district web site.</p> <p><u>Quality</u></p> <p>All web pages must be well-written, and free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in district policies. The judgment of the school principal or district administrator shall prevail on questions of quality or property of web page material, appearance, or content.</p>

Ownership and Retention

The district reserves the right to delete any files that exist on the server at any time.

Technical Standards

Consistency -

Each page added to the district web site should contain certain elements for purposes of general consistency.

1. There should be appropriate links provided to help users navigate the site.
2. Staff members must exhibit care when creating web pages with extensive tiled backgrounds or large graphics.
3. All web pages must be given names which clearly identify them.
4. Any graphics, sounds, or video used on web pages must conform to the format currently used or approved by the district and adhere to copyright regulations.
5. A staff member who creates a web page(s) for herself or himself, shall edit and test the page(s) for accuracy of links, and check for conformance with standards outlined in this policy prior to submitting to the building web representative. Any web page information is to be kept accurate and up-to-date.
6. Final decisions regarding access to active web pages for editing, content, or organization shall rest with the district's designated webmaster and District Office liaison to the technology committee.
7. The designated building web representative will be responsible for collecting and evaluating all web page materials for their building.

Student Safeguards -

1. Parental permission for publishing student's names and pictures will be obtained annually through the "acceptable use", permission form.
2. Parental permission for publishing student work will be obtained annually through the "acceptable use" permission form.
3. Documents may not include a student's e-mail address, phone number, mailing address, names of other family members, or names of friends.
4. Decisions on publishing student work is based on the supervising teachers and the building principal's

- | | |
|--|--|
| | <p>5. Published e-mail addresses are restricted to staff members or to a general group e-mail address where arriving e-mail is forwarded to a staff member. Staff member's email address will not be published without their permission.</p> <p><i>District Policies –</i></p> <p>1. All documents on the Line Mountain web server must conform to district policies and regulations as well as established school guidelines, Copies of district policies are available in all school offices and on the school district network. Persons developing or maintaining web documents are responsible for complying with these and other policies. Some of the relevant issues and related district policies include the following:</p> <p>a. Electronic transmission of materials is a form of copying. No unlawful copies of copyrighted materials may be knowingly produced or transmitted via the district's equipment, including its web server.</p> <p>b. Documents created for the web and linked to district web pages shall meet the criteria for use as an instructional resource.</p> <p>c. Any deliberate tampering with or misuse of district network services or equipment shall be considered vandalism and handled in accordance with district policy and applicable law.</p> <p><i>Other –</i></p> <p>1. Material on web pages may reflect an individual's, thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the Line Mountain School District, nor are they endorsed or sanctioned by the individual school or the district. Concern about the content of any page(s) created by student or staff should be directed to the district webmaster.</p> <p>2. Given the rapid change in technology, the standards and procedures outlined in this regulation are subject to change at any time. Such changes will be made by the Technology Committee, with approval of the Superintendent, and shall be instituted immediately, unless specific provision is made to the contrary in the revised regulation.</p> <p>3. When linking to pages other than district pages, it should be clearly noted that the individual will be leaving the district site when choosing that link.</p> <p>4. All work on the district website is copyrighted material, and subject to applicable laws. For permission to reproduce any material, please contact webmaster who will forward the request and reply to the inquiry.</p> |
|--|--|