

821.2 CREATING AND PLACING WEB PAGES

Internet access provides Slinger students and staff an opportunity to contribute to the school districts presence on the World Wide Web. The district web site shall provide information to the world about school curriculum, instruction, school-authorized activities, and other information relating to the schools and the districts mission. Creators of web pages shall familiarize themselves with and adhere to the following procedures and responsibilities. Failure to follow these procedures or responsibilities shall result in the loss of authoring privileges and/or other disciplinary measures.

Content and Subject Matter

All subject matter on district web pages shall relate to curriculum, instruction, school-authorized activities, and/or general information that is appropriate and of interest. Staff or student work shall be published only as it relates to a class project, course, or other school-related activity. The district designee shall be responsible for web page approval.

Quality

All web page work shall be free of spelling and grammatical errors. Documents shall not contain objectionable material or point (link) directly to objectionable material. Objectionable material is defined as material that does not meet the standard for instructional resources specified in other district policies.

Ownership and Retention

All web pages on the district's server(s) are property of the school district. A web page shall be deleted when it is no longer current.

Student Safeguards

1. Web page documents shall conform to all other school regulations regarding publishing of student information. In addition, web pages may not contain student, social security numbers, phone numbers, addresses or e-mail addresses. Pictures of named students (digitized or video) may be used on web pages only with the signed permission of the student, (if 18), parent, or guardian.
2. 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.
3. Final decisions on publishing student pictures (video or still) and audio clips shall be made by the building principal.
4. Web page documents shall not include any information, which indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in activities.

Conform to School Board Policies

All documents on the School District of Slinger's server(s) shall conform to other school board policies and regulations, as well as, established school guidelines.

Copies of board policies are available on the district's webpage. Persons developing or maintaining web documents are responsible for complying with these policies. Relevant issues related to other board policies include the following:

1. Electronic transmission of materials is a form of copying. As specified in district policy, no unlawful copies of copyrighted materials shall be knowingly produced or transmitted via the districts equipment, including its web server(s).
2. Documents created for the web and linked to district web pages shall be for instructional references or to addresses supporting school programs.
3. All communications via the district web pages shall comply with the District Internet Policy and the District Code of Conduct Policy. Offensive behavior that is expressly prohibited by this policy includes discrimination, harassment and violence.
4. Any student information communicated via the district web pages shall comply with district confidentiality regulations.
5. Any deliberate tampering with or misuse of district network services or equipment shall be considered vandalism.

Other

1. Material on web pages reflect an individuals thoughts, interests, and activities. Such web pages, which may be linked to the school Web page, do not, in any way, represent individual schools or the School District of Slinger, nor are they endorsed or sanctioned by the individual school or the district. Concern about the content of any page(s) created by students or staff shall be directed to the building principal.
2. Given the rapid change in technology, some of the technical standards outlined in this policy, may require change throughout the year. Such changes shall be recommended by the district designee to the school boards policy committee.

Reviewed, revised, and approved by Board of Education January 28, 2008