

# Policy Guide



Policy No. 917

Section COMMUNITY

Title WEBSITE

Adopted JANUARY 26, 2009

Revised \_\_\_\_\_

<b>POLICY NO. 917</b>		
<b>WEBSITE</b>		
1. Background	<p>The Board recognizes that the Keystone Oaks School District Website will be used to provide information about school curriculum, instruction, school activities, attendance, grades and other information relating to our schools and our District's mission. Content on individual web pages of the Website will come from many different sources. The importance of the Website, and the variety in authorship, require a coherent and unified policy directed toward the types of materials and references that are acceptable.</p> <p>Creators of web pages and all users of the Website need to familiarize themselves with, and adhere to, the following procedures and responsibilities.</p>	
2. Objective	<p>The objective of this policy is to provide for the use and operation of the District's Website, to clarify that the District retains control of its Website and all material and information included therein, and to confirm that misused of the Website is prohibited.</p>	
3. Definitions	<p>The term "Website" shall include all of the public and private (confidential) information and other</p>	

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components that constitute (at one or more sites) the District's presence on the Internet.

The term "Website Administrator" shall be defined as the Superintendent or another administrator designated by the Superintendent to have primary responsibility for the Website or a subset of the Website.

4. Policy

**A. Content**

The Website Administrator is responsible for school web page approval and must approve all updates. The District Website is not an open forum. Subject matter on web pages must relate to curriculum, instruction, school activities and general information that is consistent with the District's mission.

The Website is designed to contain staff home pages, to provide homework and curricular information, and to provide authorized users with grades and attendance information. Students may not publish personal home pages as part of the District Website.

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. Concern about the content of any page(s) created by student or staff shall be directed to the Website Administrator. The judgment of the Website Administrator shall

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prevail on questions of quality or propriety of web page material, appearance, or content.

Student information displayed on the Website is gathered from many resources within the District and is not intended to be the official record of the students.

**B. Ownership and Retention**

The Website is solely the property of the District. The District reserves the right to monitor, edit or remove any materials and established links from the Website at its sole discretion. All materials placed on the Website shall be subject to copyright restrictions in accordance with applicable law.

**C. Student Safeguards**

1. No portion of the Website shall contain the name or any other piece of information that may reveal the identity of a particular student where that student is shown in a picture on the web page as part of a group. Pictures of individual students with individually identifiable information shall only be posted when prior written parental permission has been given.
2. Website content may not include a student's e-mail address, phone number, mailing address, names of other family members, or names of friends.
3. Decisions on publishing student work are based on the supervising teacher's and the

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Website Administrator's judgment.  
Identification of any student in relation to that student's work shall be limited to the student's first name unless prior written parental permission is obtained.

**D. Publication of E-Mail Addresses**

1. District issued e-mail addresses of staff members and administrators will be published on the Website. Personal e-mail addresses will not be published on the Website.
2. Parent and student e-mail addresses will not be accessible to the public on the Website. Parents and students can provide personal e-mail information on the confidential portion of the Website and the District will not release such confidential information to anyone other than authorized staff or administration.

**E. Conformance with District Policies**

All documents and other data on the Website must conform to all applicable laws and to District policies and regulations as well as established school guidelines. Copies of District policies are available in all school offices and on the Website. Persons developing or maintaining information on the Website are responsible for complying with these laws and policies. Some of the relevant issues and related District policies include, but are not limited to, the following:

1. Electronic transmission of materials is a form of copying. No unlawful copies of copyrighted materials may be knowingly

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produced or transmitted via the District's equipment, including its web server.

2. Documents created for the web and linked to District web pages shall meet the criteria for use as an instructional resource.
3. Personal electronic publications such as student or staff personal web pages or resumes shall not be linked to or included in any part of the District Website.
4. Electronic publications created by students as part of a class or school activity may be linked to or included as part of the District Website provided that they are created under the supervision and discretion of a professional staff member and reviewed and approved by the Website Administrator, and comply with other guidelines contained within this policy.
5. Any tampering with or misuse of the Website, District network services or equipment by students shall be considered vandalism and a violation of student conduct policies, and will result in disciplinary action in accordance with District policy and applicable law. Any tampering with or misuse of the Website, District network services or equipment by employees or others shall be considered vandalism and a violation of District rules and policies, and shall subject the employee and/or other individual to disciplinary action and/or criminal charges.

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6. Online activities of any and all individuals are subject to monitoring while they are using District equipment or access.

**F. Linking to Non-District Entities**

Requests for links to a non-Keystone Oaks School District site must be submitted in writing to the Website Administrator for consideration prior to being linked to the District's Website. The Website Administrator's prior approval shall be required for all links. Requests to link the District's website to a non-District site shall be acted upon in the following manner:

1. Links requested to or from another website shall require a written request by the host webmaster stating the purpose and nature of the link. Upon receipt of the written request, the request shall be reviewed by the Website Administrator.
2. Links requested to or from another website shall be reviewed by the Website Administrator and approved if considered to be appropriate to advance the educational nature and mission of the Website.
3. Permission to link the Website to a non-District owned website shall be granted only in instances where it is deemed appropriate and beneficial to the District. Links shall not be presented in such a manner as to suggest that the District endorses any commercial products or services provided by the entity to whose website the Website is linked.

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4. When linking to any portion of a non-District owned website, it shall be clearly noted that the user will be leaving the Website when choosing that link.
  
5. In determining whether a proposed link with a non-District owned website is appropriate, the Website Administrator shall consider whether the other website is consistent with and in furtherance of the District's purpose of providing staff access to resources which relate to teaching, research, or professional development and of providing students access to resources which are curriculum related and enable research, development, distance learning, and other educational activities. The Website Administrator's advance approval shall be required for all links.

5. Administrative Responsibility

It shall be the responsibility of the Administration to develop and publish written principles and procedures and/or administrative guidelines for the implementation of this policy, including developing rules and regulations for appropriate website use, access and links, security measures, content filtering procedures, and other safety and security issues that are deemed advisable to implement this policy.

6. Communication

This policy and the administrative procedures and rules and regulations developed hereunder shall be communicated to all faculty, staff, students and parents.