

.....

## Technology Department

700 N. Grand

Fowlerville, MI 48836

(517) 223-6021

Fax (517)223-6121

# Fowlerville Community Schools

## Web Publishing Policy

The availability of Internet access in Fowlerville Community School District provides an opportunity for students and staff to contribute to the School District's presence on the World Wide Web. The District's Web sites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools and our District's mission. Internet access for the creation of Web pages is provided by District media specialists and the District network specialist. Creators of Web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges or other more stringent disciplinary measures.

### Subject Matter

All subject matter on Web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District, or the schools within the District. Therefore, neither staff nor students may publish personal home pages as part of the District Web Sites, or home pages for other individuals or organizations not directly affiliated with the District. Staff or student work will be published only as it relates to a class project, course, or other school-related activities.

Student web pages are to be published only on our school district's internal network.

### Quality

All Web page work should be free of spelling and grammatical errors. Colors and layout should be selected so that pages are easily read. Documents may not contain objectionable material or point (link) directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in District policies. Regarding the question of quality or propriety of Web page material, appearance, or content, the judgment of the media specialists, network specialist, building or district administrators will prevail.



.....

## **Ownership and Retention**

All Web pages on the District's server(s) are property of the School District.

## **Student Safeguards**

### Photographic Images:

#### Students in Grades PK-6

Images with the focus on either one or two students will not be placed on a Web site. Pictures of three or more students, such as a class picture, are permitted. For any picture of three or more students that is published on the Web, neither first nor last names of the students shown in those pictures are to be included with the image or in accompanying text. Also, the image file should not have a name that identifies any student. Where text (or student work) on a page is not associated with an accompanying image, only first names of students may be used. Schools need the permission of parents/guardians in order to publish student pictures on the World Wide Web. Individual permission slips must be signed by the student and parent/guardian prior the photograph being published. These permission slips should be signed and kept on file in the building.

#### Online Images of Students in Grades 7-12

Pictures of students in grades 7-12 may be published without regard for whether those images contain one, two, or a group of individuals; however, neither first nor last names of the students shown in those pictures are to be included with the image or in accompanying text. Also, the image files should not have a name that identifies any student. For group organization photos an alphabetical list of participating members can accompany a photo, but should not individually identify students. Schools still need the permission of the parent(s), and the student(s) in the picture, to publish such images on the World Wide Web. Individual permission slips must be signed by the student and parent/guardian prior the photograph being published. These permission slips should be signed and kept on file in the building.

Web page documents may 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.

Web page documents may include only the first name of students. (i.e. student work, as long as there is no photo associated with the document)

Documents may not include a student's phone number, address, e-mail address, names of other family members, or names of friends.

## **Intellectual Property Rights & Authorization**

Schools must protect individual rights concerning the publishing of student-produced work, such as poems, short stories, and art. Not only should a school have the permission of the student for such publications, but parents must also agree. Before posting student-generated work, schools must take reasonable care that the content of that work is owned solely by the student. Plagiarism in any form is not permitted.

A permission slip must be signed by a student and parent/guardian to authorize the publication of student work. These permission slips will be kept on file in the building.

## **School Board Policies**

All documents on Fowlerville Community School District's web site must conform to School Board Policies and regulations as well as established school guidelines. Copies of Board Policies are available in all school offices. Persons developing or maintaining Web documents are responsible for complying with these and other policies. Some of the relevant issues and related Board Policies include the following:

Electronic transmission of materials is a form of copying. As specified in District Policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its Web site.

Documents created for the Web and linked to District Web pages will meet the criteria for use as an instructional resource.

Any links to District Web pages that are not specifically curriculum-related will meet the criteria established in the District Internet Acceptable Use Policy (AUP). Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.

No commercial advertisement may appear on any district web page.

All communications via the District Web pages will comply with the District Internet Acceptable Use Policy (AUP) and the District Code of Conduct Policy. Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and/or violence.

Any deliberate tampering with or misuse of District network services or equipment will be considered vandalism and will be handled in accordance with the District Internet Acceptable Use Policy (AUP), the District Code of Conduct, and other related policies.

### **Technical Standards & Consistency**

Each Web page added to the District Web site(s) must contain certain elements that provide general consistency for District Web pages.

- The staff member shall be responsible for keeping their Web pages current.
- All Web pages must be given names which clearly identify them.

Additional consistency standards will be developed by the District as the need arises.

Users must exhibit care when creating Web pages with extensive tiled backgrounds or large graphics. Such files require extensive download time, are frustrating for modem users, and slow down the file servers.

The authorized teacher who is publishing the final Web page(s) for herself or himself, will edit and test the page(s) for accuracy of links, and check for conformance with standards outlined in this policy.

Web pages may not contain links to other Web pages not yet completed. If additional pages are anticipated, but not yet developed, the text that will provide such a link should be included. However, the actual link to said page(s) may not be made until the final page is actually in place on the District server(s).

Students should never be given access to change, update, or publish anything to any school district web page.

### **Other**

Given the rapid change in technology, some of the technical standards outlined in this policy may require change throughout the year. Such changes will be made by the District Technology Director with approval of the Superintendent.

