

CREATING AND PLACING WEB PAGES

The availability of Internet access in the Western Dubuque County 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. The Western Dubuque County Community School District Web page is an essential means of communication, central location for curriculum, a showcase for student work, provides information for school activities, grades, attendance, etc. At various times student work will be published on this site. Annually, parents will be notified of Web Site Policies. Parents not wishing to have their student's work, picture or likeness, etc. published on the Web Site shall inform the school annually in writing with the form of Web Site Denial of Publishing of Student Picture or Likeness and Denial of World Wide Web Publishing of Student Work. Any student work and likeness published on the District's Web Site or child sites will be according to the rules and regulations listed in policy 605.7 unless notified otherwise by parents or guardian.

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.

Content Standards

The Director of Technology and Community Relations Supervisor, with input from Administrators, is responsible for Web page approval.

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 Site, or home pages for other individuals or organizations not directly affiliated with the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Quality

All Web page work must be free of spelling and grammatical errors. 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 Director of Technology, building or district administrators will prevail.

Ownership and Retention

All Web pages on the District's server are property of the School District. Student web pages will be deleted when a student graduates or moves unless prior arrangements have been made with the Director of Technology.

Student Safeguards

1. Web page documents may include only the first name and the initial of the student's last name.
2. Documents may not include a student's phone number, address, names of other family members, or names of friends.

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3. 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.
4. Decisions on publishing student pictures (video or still) and audio clips are based on the supervising teacher's judgment.

School Board Policies

All documents on the Western Dubuque County Community School's web server 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 server.
- 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 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.
- All communications via the District Web pages will comply with the District 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 student information communicated via the District Web pages will comply with the Western Dubuque County Community Schools policies on Data Privacy and Public Use of School Records.
- 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 Acceptable Use Policy (AUP), the District Code of Conduct, and other related policies.

Technical Standards

Technical Standards will be developed and adhered to by the Director of Technology.

Approved: March 12, 2007

Reviewed:

Revised: November 12, 2012