

STUDENTS

Policy Title: Web Page Creation Policy

**Code No. 510.2
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The availability of Internet access in all Osage schools provides an opportunity for students and staff to contribute to the Osage Community School District's "Web Pages" on the World Wide Web.

The creation of a web page provides a means of two-way communication for the purposes of sharing information with the Osage Community School District and the world about school curriculum and instruction, school-authorized activities and other information relating to our schools and our District's mission. It also provides instructional resources for staff and students.

Publishing privileges are provided to students and staff through individuals who have been authorized by the District Web Site Team. Creators of web pages need to familiarize themselves with and adhere to the following guidelines 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

Subject Matter – All subject matter on the Osage Community School District Web pages and their links must relate to curriculum, instruction, school authorized activities, or information about the Osage Community School District or its mission. Any other non-curricula 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. Staff, student work, or reference links may be published only as it relates to a class project, course, or other school-related activities. Neither students, staff nor other individuals may use the district's web pages to provide access to their personal home pages or other individuals or organizations not directly affiliated with the District.

Quality – All work must be free of spelling and grammatical errors. No unlawful copies of copyrighted material may be knowingly produced or transmitted via the District's equipment, including the Web server. Documents may not contain objectionable material or link directly to objectionable material (i.e., material that does not meet the standards for instructional resources specified in the AUP) The district Web pages shall have no offensive content. This includes religious, racial, and sexual harassment, violence, and profanity. Regarding the question of quality or propriety of Web page material appearance, or content, the judgment of the teachers, media specialists, website team and ultimately the Technology Director will prevail.

Ownership and Retention – 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 Authorized Use Policy (AUP), the District Code of Conduct, and other related policies. All Web pages on the District's server(s) are property of the school district.

Student Safeguards - District policies and related statutes pertaining to “directory information” will follow these established guidelines:

- Documents shall include only the first name of the student.
- Documents shall not include a student’s home phone number, address, or names of other family members or friends.
- Published E-mail addresses shall be restricted to those of staff members.
- Decisions on publishing student pictures (digitized or video) and audio clips are based on the supervising teacher’s judgment and signed permission of the student and parent or guardian.
- No student work shall be published without permission of the student and parent or guardian and will remain on file for the remainder of the school year.
- Web page documents shall not include any information that indicates the physical location or a student at a given time, other than attendance at a particular school, or participation in activities.

Technical Standards

District Person(s) responsible: District Web Site Team

In the interest of maintaining a consistent identity, professional appearance, and ease of use and maintenance, the following technical standards are established for all Osage Community School District Web pages. Each page added to the District’s web site must contain common elements:

- At the bottom of the Web page, there must be the date of the last update of the page and the name or initials of the person(s) responsible for the page or the update.
- Somewhere on the page, there must be a link that returns the user to appropriate points in the District pages. This would normally be a return to the District’s home page. A template will be provided for all users. Navigational tools should also maintain a consistent format.
- Copyright notices should be posted at the bottom of each page.
- Standard formatting is used; browser friendly HTML editors or word processor programs that save files as HTML files may be used.
- Care should be used in creating extensive files with tiled backgrounds, large graphics, or unusual or dark color combinations.
- “Thumbnails” and verbal descriptions of contents and file size provide visitors with enough information to make wise choices.
- All Web pages must be given names that clearly identify them. Menu pages should help the audience move quickly to what they need. Data pages should provide more intensive information.
- The authorized teacher who is publishing a final web page will edit, test the document for accurate links, and ensure that the page meets the content standards listed above. In addition, the teacher will assume responsibility for updating the page as needed.

- All Web pages must be reviewed by the District Web Site Team or Technology Director.
- Pages may not contain links to other pages that are not yet completed. If further pages are anticipated but not yet developed, the text that will provide the link should be included but may not be made “hot” until the future page is actually in place.
- Pages deemed too old by the Technology Director will be removed.
- No computers other than the assigned building Web servers shall be configured as Web/FTP servers.
- Formats, including sound or video, may be used only in special circumstances and after consultation with the District Web Site Team or Technology Director.
- All Web pages shall be linked to other District pages in relation to their current location on the server(s). Staff members approved for access will be given access passwords by the District Web Site Team or Technology Director.

Other

- Material on Web pages reflect an individual’s thoughts, interests, and activities. Such Web pages do not, in any way, represent the Osage Community School District, nor are they endorsed or sanctioned by the District. Concern about the content of any page(s) created by students or staff should be directed to the web master.
- These guidelines will be evaluated and updated as needed in response to the rapid change in technology and its applications. Such changes will be made by the District Web Site Team or Technology Director with approval of the Superintendent. This Web Page Policy will be reviewed on an annual basis, or more frequently if required.
- Staff, students, individuals, groups, and organizations may not utilize the school logo nor may they represent themselves as a sanctioned branch of the Osage Community School Web Page without written permission from the Osage Webmaster.

Osage Community School Authorized Use Policy (AUP)
Osage Community School Copyright Web Publishing Rules
Osage Community School Web Publishing Permission Slip

Adopted September 14, 1998
Revised March 14, 2005