

Guidelines for Web Page Creation

Saline Area Schools

Purpose

The wide availability of access to the Internet within the Saline Area School District provides the opportunity for staff and students to contribute to the district's presence on the World Wide Web. The district's web sites provide information to our community (and the world) about school curriculum, instruction, school authorized activities, and other information relating to our school district and to the vision, mission, and guiding principles of our school district. These guidelines help provide a degree of consistency, quality, and general direction on how our schools are represented on the Internet. Web policies and guidelines help prevent situations that might cause embarrassment or legal difficulties for the school district, staff and students.

Audience

Our primary audience consists of the staff, parents, students, and residents of the Saline Area School District. Our secondary audience is everyone else with access to the Internet. All information appearing on a district web site must be worthwhile and of educational value to others.

Contributors

Only the following may request to have web space on the district server:

- Any Saline Area Schools staff member
- A student may attach a web page to a sponsoring teachers web page with the approval of that teacher. The sponsoring teacher must keep a record of the names of the student(s) and website(s) created.
- School approved clubs
- School initiated groups

Approval

Staff members who wish to post their own web page must attend a training session provided by the Instructional Technology Department, and must agree in writing to follow the district guidelines for web page creation.

Web pages may be removed or altered by the district, or its authorized representative, without the author's consent. When appropriate the author will be informed of any alterations or removal.

Quality Standards

Quality standards help provide a way of making sure that the district is well represented.

- Grammar and spelling should be correct.
- The quality of student work published on the Internet must meet the approval and standards of the sponsoring teacher.

Technical and Design Standards

- Html code must be valid source and free of defects
- The main home page of each school building will be no longer than one screen in length.
- Do not create web pages with extensive backgrounds and/or large graphics due to excessive download times (a single picture from a digital camera will take up 8 seconds to download with a 28.8 modem, for example).
- The staff home page will contain the date last updated, the staff member's name and school email address.
- Student web pages must include the notice "This is a student web page. Opinions expressed on this page shall not be attributed to the Saline Area School District."
- The District home page, building home pages, community education, administration and Board of Education home pages will include an e mail address where comments and suggestions about the home page may be left.

Content

- All content must pertain to school approved curriculum and related activities.
- Links contained on the school's page(s) must be appropriate and relevant to the curriculum and purposes of the school. These might include sites that:
 - a. are historical
 - b. provide educational services and/or resources
 - c. provide information on co-curricular activities
- Student created pages may contain no links to other sites.
- Links on staff created pages must be education related and the page must include the disclaimer "The links on this web page have been screened by me as of _____(date) and are appropriate for student use as of that date. No guarantee can be made about the appropriateness of links made from those sites."
- Links to personal sites are not allowed.
- Student web pages will be reviewed by the sponsoring teacher each semester.
- Web pages created by staff, clubs, organizations and activities will be reviewed on a yearly basis by the building technology committee.
- Any content involving the advertisement of goods or services must have written approval from the Director of Technology.

Student and Staff Safeguards

FERPA (Family Education Rights and Privacy Act) and all district rules and regulations for the dissemination of personal information will be followed.

- Pictures of students in grades K-8 may be posted only with written parent/guardian permission. K-8 students may be identified by first name only.
- Pictures of students in grades 9-12 may be posted only with written parent/guardian permission. Students in grades 9-12 may be identified by both first and last name with written parent/guardian permission.
- Home addresses, phone numbers and social security numbers of students may not be published on the Internet.
- Home addresses, phone numbers and social security numbers of staff may not be published on the Internet.

Copyright/Ownership

- Be aware that once information is published on the Internet it becomes part of the public domain and may be used by anyone.
- The Saline Area School District will not copyright any staff, student, or organizations web pages.
- Students may not use any copyrighted material on their web page(s). This means, for example, that clip art taken from commercial or entertainment sites such as a movie site or an NBA site may not be included on a student's page.
- Staff may use copyrighted material only with written permission of the copyright holder. A copy of the written permission must be submitted to the District.
- All material published on the Saline Area School's server is the property of the Saline Area School District.

Reviewed and revised on 7-26-01.

These guidelines will be reviewed again during the 2000 - 2001 school year, and as necessary after that time.

**SALINE AREA SCHOOLS
TECHNOLOGY and INTERNET USE
Student**

Student's Name: _____
(please print)

Home Address: _____

Home Phone: _____ **Grade:** _____

I have read (or had explained to me) and understand the Saline Area Schools Technology Rules and Regulations, and agree to abide by them in my use of technology and the Internet. I understand that violation of these rules and regulations may result in my access privileges being revoked, and that I may also be subject to disciplinary action under the student code of conduct.

User Signature: _____ **Date:** _____

Parent or Guardian: (If you are under the age of 18 a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student I have read the Technology Rules and Regulations, and have discussed them with my child. I understand that the use of technology is for educational purposes. The Saline Area Schools have taken action to limit access to inappropriate sources of information on the Internet, however, I understand that it is not possible to eliminate access to all controversial materials. I will not hold the District responsible for materials acquired by my student through the network. I will accept full responsibility for the supervision of my child's use of district technologies through dial up when not in the school setting. By signing this form I give permission to grant access to the system to my child.

Student Pictures on the Internet

In grades K – 8 student photographs identified only by first name may be shown on district webpages.

In grades 9 – 12 student photographs identified by both first and last names may be shown on district webpages.

_____ My child's photograph may be shown on the district website as per the above guidelines.

_____ My child's photograph may not be shown on the district website.

Parent/Guardian Name: _____
(please print)

Signature: _____ **Date:** _____

