

PLACING WORLD WIDE WEB PAGES ON THE INTERNET

The availability of Internet access in the Acushnet Public Schools 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 the school district's technology coordinator. 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 disciplinary review.

CONTENT STANDARDS

Building and system administrators, with input from the technology coordinator, are responsible for web page approval.

SUBJECT MATTER

All subject matter on web pages are to relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the Acushnet Public Schools, 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 may be published only as it relates to a class project, course, or other school related activity.

QUALITY

Since all web pages placed in the Acushnet Public Schools web server will provide the world with information about our schools, quality and accuracy of content is to be a top priority. 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 technology coordinator, building or district administrators will prevail.

OWNERSHIP AND RETENTION

All web pages on the District's server(s) are property of the Acushnet Public Schools. Web pages will be deleted when a student graduates or moves unless prior arrangements have been made with the technology coordinator, building or district administrators.

STUDENT SAFEGUARDS

- Web pages documents may include only the first name of students.
- Documents may not include a student's home telephone number, address, names of other family members, names of friends or other personal information.
- 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

- 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.
- Decisions on publishing student pictures (video or still) and audio clips are based on the supervising teacher's judgement. The teacher must first receive written permission from the student's parents/guardians.
- In order that parents may see exactly how their child's information will appear, parents will receive printed copies of the web pages (or appropriate sections of the web pages) that refer to their child.
- A copy of the parents' permission should be held by the teacher as long as the student's information is on the web.

SCHOOL COMMITTEE POLICIES

All documents on the Acushnet Public Schools server(s) must conform the School Committee Policies and regulations as well as established school guidelines. Persons developing or maintaining web documents are responsible for complying with these and other policies. Some of the relevant issues include the following:

- Electronic transmission of materials is a form of copying. No unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its web server(s).
- 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 Authorized Use Policy (AUP). Any other non-curricular materials should be limited to information about other youth activities, agencies, or other 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 Internet Authorized 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 Acushnet Public School's policies on Data Privacy and Public Use of School Records and relevant Massachusetts statutes and regulations.
- 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.

TECHNICAL STANDARDS AND CONSISTENCY

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

- At the bottom of the web page, there must be an indication of the date of the last update to that page and the name or initials of the person(s) responsible for the page

or update. It shall be that person's responsibility to keep the web page current. Current shall be defined as one year or less.

- At the bottom of the web page, there must be a link that returns the user to the appropriate point(s) in the District web pages. A template will be provided for all users.
- Additional consistency standards will be developed by the District as the need arises.
- All web pages must be submitted to the District technology coordinator for review prior to their placement on the District server(s). In the absence of the technology coordinator, the building administrator or designee shall review the web page.
- No computer other than the assigned building web servers shall be configured as web/FTP servers.
- Users must exhibit care when creating web pages with extensive graphics. Such files require extensive download time, are frustrating for modem users, and slow down the file servers. Graphics files shall be under 60K in size unless a special situation exists that requires a larger graphic. Graphic thumbnails should be used with the option of "clicking" to view the enlarged graphic on another page.
- The authorized teacher who is publishing the final web page(s) for herself or himself, or for student, 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).
- All web pages must be given names which clearly identify them. The names of all documents shall coincide with current District naming practices and structures.
- Any graphics, sounds or video used on web pages must conform to the format currently used or approved by the District.
- There will be no "under construction" signs on the page. Only completed pages will be placed on the web.
- Web pages may not contain any student e-mail address links, any survey-response links, or any other type of direct response links.
- Final decisions regarding access to active web pages for editing content or organization will rest with the building principal, with input from the technology coordinator.
- All web pages shall be linked to other District pages in relation to their current location on the server(s).

OTHER

- Material on web pages reflects an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the Acushnet Public Schools District, nor are they endorsed or sanctioned by the individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school or to the technology coordinator.

- 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 coordinator with approval of the Superintendent.

REFS: School Committee Policies IJNDC; IJNDC-E1

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