

## WEB PAGE

The North Scott Community School District makes internet access available to staff and students. We also offer the opportunity to provide information about our district and programs on the district web site. This privilege brings with it certain responsibilities which are outlined in the following policy. Web page authors should comply with the following guidelines.

### Ownership and Credit:

All web pages on the district's server become property of the North Scott Community School District. Authors of web pages will receive credit for their work through a link on the web page which lists the current authors.

### Web Page Content:

1. All web page content should be related to district or individual school information, curriculum and instruction, school activities, or general information which would be of interest.
2. Staff or student work which is published will be related to class projects, course work, or school-related activities.
3. Personal web pages for individual students, staff, or other individuals or organizations not directly affiliated with the district may not be published on the district's server.
4. All communications via the district web pages will comply with the board approved District Internet Appropriate Use Policy.
5. All web pages will be free of spelling and grammatical errors.
6. Web page content shall be kept current and will be the responsibility of the building administrator or designated staff member.
7. Building administrators or designated staff will be responsible for approving the content in building web pages. Files will then be forwarded to the district web master prior to posting on the server.
8. All links must be approved by the district web master.
9. The district provides an e-mail account for staff and will retain the right to publish these e-mail addresses on the district web site.

### Web Page Design:

1. All building home pages will link to the district home page.
2. All building pages will link to the building home page.
3. Personnel should adhere to all copyright laws in the building of web pages.

WEB PAGE

Student/Staff Safety:

1. Student photographs used in web pages can only contain first names and last initials.
2. Web pages may not contain student e-mail links.
3. No information may be included on web pages which indicates the physical location of a student at a particular time.

Concern about the content of any page(s) created by students or staff should be directed to the building administrator or the district web master.

Approved: March 13, 2000  
Reviewed: February 25, 2019  
Revised: February 27, 2006