

Creation and Maintenance of School/District Web Pages (C-16)

Effective with the start of the 2008-2009 school year, all teaching and administrative staff are expected to create and maintain a web page. While the St. Francis School Board does have an Internet/Intranet Safety Policy (D-33), this policy does not specifically address the creation and maintenance of school district web pages. However, all disclaimers, prohibitions, responsibilities, rights, sanctions and consequences enumerated in Safety Policy D-33, including the District's right to review any material stored on network servers, also apply to this policy. Website authors will be required to sign a web authorship agreement in addition to signing the Internet/Intranet Use Agreement form.

The purpose of creating web pages is to communicate information about schools and the district to students, staff, parents, and community, and the world at large, and in so doing, enhance student and staff learning.

Staff will comply with legal requirements regarding the use, reproduction and distribution of copyrighted works. No copyrighted information should be placed on a school or district web page except with written permission from the creator of the work, or as otherwise permitted by law.

Official trademarks or logos may not be placed on school or district web pages without receiving appropriate permission.

School boards in Wisconsin are responsible for establishing curriculum, course requirements and instruction in their local schools consistent with statutory requirements. Official web pages should reflect the established curriculum and not the personal views of the teachers.

Web pages on the Internet are public in nature, as they can be accessed by a variety of people in a variety of locations. Therefore, no confidential information should be placed on school or district web pages. Other student record information may be placed on a web page only with the written permission of the student's parent/guardian (if the student is a minor), or the adult student. Other school district information may be placed on school and/or district web pages to the extent authorized or permitted by the public records law.

Staff may include links on their web page to other web pages as long as the content of those links meet the requirements of this policy. Web pages and their links should be reviewed and updated on a regular basis.

The intent of this policy is to allow teachers and administrators the freedom to create their own web page, but at the same time these pages must meet the following specifications:

- the author's name
- the author's e-mail address
- a title that appropriately describes the content of the page
- well edited text including correct spelling and grammar
- factually correct information
- references if the web page is a research document

No web page may contain:

- inappropriate materials or links to inappropriate materials
- links to resources that do not exist
- e-mail addresses of students
- identifiable pictures of student without formal permission
- material that is not in compliance with this policy
- any graphics or information that is in violation of copyright laws

The administrator of each school building will establish minimum requirements for each teacher's web page. Further, building administrators reserve the right to direct the content of the teacher pages and the district administrator reserves the right to direct the content of the building administrator's web pages.

Cross Ref: St. Francis School District Policy D-08: Student Records
 St. Francis School District Policy D-32: Copyright and Fair Use
 St. Francis School District Policy D-33: Internet and Intranet Safety

Approved: August 4, 2008