

## AUTHORIZATION FOR WEB PUBLICATION BY INDIVIDUALS PROCEDURES

This document provides individuals with procedures for web page publishing for pages that are not reviewed prior to publication within the district domain ([www.d214.org](http://www.d214.org)). This document must be signed by web page authors who wish access to district web servers. As defined by the earlier guidelines. All pages covered by this document are considered unofficial district web pages.

The following procedures have been developed to assist teachers, administrators and coaches who plan to create and publish web pages on Township High School District 214 web servers and in its domain. All official web pages must be reviewed by the building web master.

Users should be aware that the Township High School District 214 computer network is a non public forum and that Township High School District 214 retains the right to limit or remove web pages and other content that are objectionable or unrelated to district business. Use of, and access to, the district's servers is solely for the purpose of supporting and contributing to the district's educational activities.

Questions can be directed to the building or district web master.

Creators of web pages are familiar with and practice the following:

### A. Content Standards

1. Individual users of the district web servers are responsible for the content of any web documents they load in any district storage areas.
2. Network administrators/web masters may review folders, files, web pages, and communication to maintain system integrity and ensure that users are using the system responsibly. Users shall have no privacy in such folders, files, web pages, or communications.
3. Users must obtain permission from students and parent(s)/guardian(s) of students prior to uploading any student web document to the server. Individuals may only publish original work on the web. Materials that are known or suspected to be plagiarized, or in violation of copyright laws, should not be published on, or linked to the web.

### B. Subject Matter

1. All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, or general information relating to the school district or the schools within the district. Professional pages (which might include academic qualifications, credentials and related items) are allowed and strongly encouraged. Personal web pages (those containing personal information not directly related to academics) are prohibited for all student and staff.

### C. Quality

1. All professional web page work should be free of spelling and grammatical errors. Student work should reflect the acceptable publishing standards for the appropriate grade level. Documents may not contain objectionable material or provide links to objectionable materials. Final judgments concerning propriety of web page material, appearance, or content will remain with building or district administrators/web masters.
2. Time-specific material should be kept up to date. All content appearing out of date (30 days or more past an event or timeline) should be removed from the web. The administrator will attempt to contact the publisher by email prior to removing the site or pages. If the site page is not updated within five (5) days of notification, it will be removed from the district web server.

### D. Ownership and Retention

1. All web content on the district's server(s) is property of Township High School District 214. Student content may be reviewed, changed, deleted or altered at the discretion of the district.
2. All posting of web content is to be done by district personnel.

### E. Student Safeguards

1. No students will be identified, except in cases of public performance such as athletic and theater events.
2. Student work will not be published on the web without parent permission. Consent forms are available in the District Staff Information folder located on the First Class desktop. Click on Community Relations, Media Info, then Consent Forms. Methods of collecting permissions will be defined by each site.
3. Documents may not include a student's phone number, address, e-mail address, names of family members or names of friends without explicit parental permission as indicated by a signed consent form.
4. Web page documents may not include any information that indicates the physical location of a student at a given time, other than attendance at a particular school or participation in activities.

### F. Policies

1. No unlawful copies of copyrighted materials may be knowingly produced, stored or transmitted via the district's equipment.
2. The primary purpose of web page links may not be for commercial or political advertising and must follow district procedures.
3. Links to commercial/political sites will be done in a manner not to imply an endorsement of the goods, services, candidate, or political point of view.

4. Any deliberate tampering with, or misuse of, district network services or equipment will be considered vandalism and will be handled in accordance with the Network Facilities and Internet Access Policy and Procedures (3.25) and other related policies.

#### G. Technical Standards

1. Each web page placed on the district servers should follow technical standards to ensure consistency, professional appearance, and ease of use.
2. At the bottom of the page or project will be the date of the last update to the page or project and the name and e-mail link to the person(s) responsible for the page or the update (which in most cases will be the teacher). This does not imply that all pages need to be constantly updated but is meant to give the viewer a time reference/page desirableness for their purposes.
3. Each web page should contain a link that returns the user to the school home page or the project home page.
4. Web page authors should use caution in creating pages with extensive tiled backgrounds or large graphics requiring extensive download time.
5. It is assumed that all work is continually under construction, so no pages will contain only an “under construction” message.
6. Web page authors are responsible for editing and testing their page(s) for spelling, information, links, and conformance accuracy with the standards contained in these procedures and with other district policies concerning copyright and privacy.
7. Web server security is a high priority. Anyone who can identify a security breach on any district server must notify the web master or technology administrator and NOT demonstrate the breach to others. Accounts and passwords should be kept confidential. They should not be made available to others without explicit written permission from the person to who they are assigned. Any user identified as a security risk will be denied publishing access.

#### H. Copyright

1. Work posted on Township High School District 214 web servers should not violate copyright law or fair use. Fair use does not cover reposting material to the internet. Text, graphics and sound should be original whenever possible. Links to other sites or sections of sites are acceptable. They must follow district procedures and need no copyright permission. Copying the text/graphic/sound to your site is not acceptable without the original owners permission. It is suggested, but not required, that such permissions be quoted or scanned, if paper, and placed in a credits section of the site.
2. Annotated descriptions to linked sites may quote a few lines of that site’s self description as long as quotation marks are used and no changes are made to the quoted portion of the description.
3. Design elements from other web pages are not allowed unless they are copied from specific sites for free clip art (be sure they are not just someone’s collection of graphics “grabbed” from other sties), or are specifically stated by the site creators to be used when referring to or linking the site (such as the logo).

4. No use of corporate logos or derivative works is allowed unless written permission has been granted.
5. Graphics/sounds from contemporary films/TV shows may not be used without copyright permission.
6. Claiming ignorance is not acceptable; be sure about your right to use material and document it.
7. Original material is encouraged as being the most authentic and of the most interest to the district's/schools' stakeholders.
8. Web pages may NOT contain content unless the author can show ownership or permission.

I. Other

1. Directory structure will be determined by the web master and others responsible for coordinating the school's web pages. Given the rapid change in technology, additional consistency standards will be developed by the district as the need arises.
2. Material on student web pages reflects an individual's thoughts, interests, and activities. Student web pages do not necessarily reflect the opinions or ideas of individual schools or the district. Concerns about the content of any page(s) created by students or staff should be directed to the Director of Technology Systems and Support and/or the District Web Master.

Authorization for Web Publication by Individuals

I understand and will abide by the above Authorization for Web Publishing within the Township High School District 214 domain. I further understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and /or the appropriate legal action may be taken. In consideration for using the district's web servers to publish web pages and content, I hereby release the school district and its board members, employees, and agents from any claims, losses, or damages arising from my use, or inability to use, the district's web publishing servers. I understand that the district, and /or its agents, reserves the right to access, log and monitor my use of the web servers and make changes to my content at any time.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Print Name:\_\_\_\_\_ School / Building:\_\_\_\_\_