WEBPAGE DEVELOPMENT

Purpose

Adherence to this policy will insure the proper use of the Garretson School District's network capabilities and proper conduct for all users. This policy is provided so that all users are aware of their responsibilities in connection with the use of the Internet, WAN, and LANs.

Web Page Publishing Guidelines

Each webpage hosted by the Garretson School District shall contain a disclaimer or link to a disclaimer statement similar to the following:

"The Garretson School District has made every reasonable attempt to insure that our webpages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Garretson School District Acceptable Use Policy."

Material to be published must not display, access, or link to sites deemed offensive by the Garretson School District Acceptable Use Policy. All published material must have educational value and/or support the district guidelines, goals, and policies.

The only material to be published on the district web server must come through the district's site webmaster. All personnel desiring to publish webpages must have their own account set up on the K-12 web server. This site will be requested by the network administrator and will be maintained for educational purposes only.

Webpages hosted by the Garretson School District will not be for the purpose of private enterprise or for personal webpages or developing pages for others unless it is part of a class project.

The web is a very dynamic resource. It is strongly recommended that links to pre-existing sites be checked regularly to insure that their links are not going to sites that do not meet the Garretson School District Acceptable Use Policy. Student work should not be published on a website unless the student and the parent(s) or guardian(s) have signed the signature page. An exception would be if the work is part of an existing publication such as a newspaper or school newsletter.

At no time should a student's e-mail address, home address, or phone number appear on a school or district webpage.

Copyright Issues

As an educational institution, it is necessary to be aware of the importance of conforming to all laws. The Garretson School District Copyright Policy offers guidelines that are not only for the protection of the school district, employees, and students, but also serve as a model for the principles that should be instilled in students.

To avoid problems with what to use or not use, the following statement should be used for guidance:

"Unless there is a clear statement that art, photos, and text are "public domain" and available for free use, one should assume that they are copyrighted."

This material should not be used for republication on a LAN, WAN, or website unless permission is granted from the owner.

Sponsoring Teacher

Defined: Any teacher willing to be responsible for proofing student material prior to submission to the webmaster for publication on the school's World Wide Web homepage.

Responsibilities:

- Instruct students on proper use and guidelines before development of student page begins;

- Insure that student work has educational value;

- Screen student material to insure that it adheres to the district goals, guidelines, and policies.

Webmaster

Defined: The person who is responsible for the content and publication of World Wide Web homepages on the district's webserver after approval of the sponsoring teacher or administrator.

Responsibilities:

- Screen all material before publication

- Check all links for accuracy and appropriateness

- Receive supervisor's approval of all material to be posted

- Upload material to the district server

- Purging homepage information of outdated pages or those no longer in use

- Keep an updated copy of all school webpages on the webmaster computer

The district webmaster will maintain the district webserver. Updated procedures and rights will be provided by the webmaster. To keep the district webserver free of outdated or unused files, the district webmaster will periodically purge all files, requiring each school webmaster to reload their new updated files. Adequate advance notice will be provided to insure that backup files are present and updated.

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