

Student Web Publishing Guidelines

Definition

A district web page is any Internet web page established by district employees or students on behalf of the district, any building within the district, or any school club or organization within the district, as well as any web page established through use of the district's equipment or the district's access to the Internet.

I. Approval of Web Page Content

Because the District 203 web site is a closed forum for expression, the district shall have sole authority over materials published.

1. Each student wishing to publish a school web page must obtain an adult sponsor.
2. All sponsors must be current employees of District 203.
3. The sponsor will be responsible for content, accuracy of links, and for conformance with standards outlined within this policy prior to submitting or uploading the web page to the district's site.

II. Web Content and Subject Matter

1. All subject matter on District 203 web pages must be related to school authorized curriculum, instruction, or activities.
2. All material contained within any district web page must adhere to all Board of Education policies, including, but not limited to the Board of Education's Internet Acceptable Use Policy and the District's Code of Conduct.
3. Links from District 203 web pages should be in support of education and research and related to curricular and co-curricular sites. Such links must meet the criteria established in the Board of Education's Internet Acceptable Use Policy, as well as all other relevant Board of Education policies.
4. Links may not be established to a student's personal home pages or e-mail addresses.
5. Students may not host personal home pages as part of the district's web site.
6. Obscene, abusive, profane, harassing, or offensive images, information or data are prohibited from inclusion in any web page.
7. No web page shall be used to advertise goods or services not sponsored by District 203.
8. All material published on any school web page must comply with all state, federal, and international laws concerning copyright and intellectual property rights.

III. Web Page Quality and Technical Standards

1. All web page work should be free of spelling and grammatical errors.

2. Web pages must be reviewed and updated on a regular basis. The date of review should appear on the web page.
3. Web pages should have a link back to the appropriate portion of the district's home page.
4. Graphic files shall be optimized for use on school web pages and must comply with all state, federal, and international laws concerning copyright and intellectual property rights. It is recommended that graphics be under 60K in size.
5. Web pages should 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 will be included, but the actual link may not be made until the final page is in place.
6. Web pages must be given names that clearly identify them. Names of documents shall be consistent with standard naming practices and should include a title, description and keywords.
7. Multimedia components should be optimized for use on the district web site and must comply with all state, federal, and international laws concerning copyright and intellectual property rights.

IV. Student Safeguards

1. Publication of student information on the District 203 web site shall be limited to directory information as defined under the Illinois School Student Records Act and the Federal Education Records Privacy Act, and shall occur only after the appropriate consent has been obtained.
2. No reference or link shall be made to a student's home address, phone number, or e-mail address from the district web site.
3. Group pictures of students should not be accompanied by identifying information unless explicit parental permission has been granted by a parent/guardian signature on the Internet Publishing Consent And Waiver Form or consent of the student (if over 18 years of age).
4. Posting of individual pictures of students requires a parent/guardian signature on the Internet Publishing Consent And Waiver Form or written consent of the student (if over 18 years of age).
5. Student work may be published on the district web site as long as no contact information is provided
6. District web pages may contain the name and e-mail address of the staff member responsible for the content of the page. No student e-mail information will be published.

V. Additional Procedures

Due to the rapid advancement of technology, the Superintendent or his or her designee may establish additional requirements and procedures as necessary.