

<b>Timberlane Regional School District</b>	<b>Policy Code: KDC</b>
<b>Adopted: 02-29-00</b> <b>Revised: 04-02-09</b> <b>Revised: 04-07-16</b>	<b>Page 1 of 2</b>

## **WEBSITE PUBLISHING**

### General

Official Timberlane Regional School District Web sites will be maintained by the district's Technology Department. Web sites that are not managed by the school district that contain references to any students, staff, or facilities of the Timberlane Regional School District are not considered official Web sites, and the school district will not be responsible for their content.

### Organizational Responsibility

School district Web sites are official publications and must follow similar guidelines as other district publications. For district-wide department Web sites, the department director has primary responsibility for the content of the Web site. For individual school Web sites, the principal has primary responsibility for the Web site. All information published on the school district Web sites must be approved by these individuals or their designees. The Superintendent's Office acts as the final authority when issues arise concerning potentially sensitive content.

All postings to the Web Sites will be performed by authorized individuals only. These individuals must have been provided with secure access by the Technology Department and have been given approval by the district department head or principal. Technology department staff reserves the right to remove any publication that adversely affects the operation of the school computer networks.

### Publishing Standards

Publishing privileges are provided to staff through individuals who have been authorized by the Superintendent or designee. Creators of Web content need to familiarize themselves with - and practice - the following standards and responsibilities, or pages will not be published.

- All publications must comply with all policies and regulations of the district and all state, federal and international laws concerning copyright, intellectual property and use of computers.
- All content must be appropriate, decent, in good taste, and not intended to harass, demean or offend individuals or groups. Offensive content includes, but is not limited to, materials which offend religious and racial groups, constitute sexual harassment, or contain violence and profanity.

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- Correct grammar and spelling should be used, documents should be of high quality in both style and presentation.
- Publications must include a statement of copyright, when appropriate, and indicate that permission has been secured to include copyrighted materials.
- Factual information must be able to be documented.
- Publications must identify affiliation with the Timberlane Regional School District.
- All publications must provide a link to the school or department's home page, and contain clear navigational links.
- All publications must comply with the school board policies, administrative regulations, these Web Publishing Guidelines, and other district guidelines provided for specific levels of publishing.
- Although every effort will be made to check the current status of links, the viability of links from district Web pages cannot be guaranteed.
- No unlawful copies of copyrighted material may be produced or transmitted via the district's equipment, including its Web server.
- Any deliberate tampering with or misuse of district network services or equipment will be considered vandalism and will be handled according to the school discipline code.
- The use of a Web page for political lobbying activities is prohibited. Engaging in non-school related fund-raising is also prohibited.
- No student E-mail addresses, whether a personal or district account, may be listed on any Web page.
- Web pages shall not contain personal student information other than directory information as described in School District Policy JRA-R, unless prior permission has been granted. The building principal is to be contacted as the consultant in special circumstances where awards or events warrant publicity of this nature.
- Web pages may contain pictures of students and staff involved in school-related activities only. Students identifiable as receiving special education services must have parent or guardian permission regardless of whether they are identified by name.
- Non-school related student work shall not be published.