

MENOMINEE INDIAN SCHOOL DISTRICT

821.2

Creation and Maintenance of Internet Web Pages

The Menominee Indian School District recognizes that the availability of Internet access in our schools provides an educational opportunity for students and staff to contribute to the Menominee Indian School District's "Web Pages" on the World Wide Web. The creation of web pages provides a means of two-way communication for the purposes of sharing information with the Menominee Indian School District and the world about school curriculum and instruction, school-authorized activities, and other information relating to our schools and our mission; and providing instructional resources for staff and students.

The Menominee Indian School District has three major purposes for web page creation:

- Library and Media Communications: to provide links to Internet resources for students and staff in the District.
- Customer Service: to communicate information to students, staff, parents, community members, and others beyond District boundaries about the School District including its policies, programs, and activities.
- Instructional Technologies: to respond to the instructional technology needs of students and staff and to reflect their participation in the development and management of the web site.

Benefits to users from web publishing include access to curriculum-related resources, instant access to current School District information at any hour, and the opportunity to learn valuable new technology skills.

Since the Internet is a global network, the Menominee Indian School District is not responsible for the content found on the Internet, cannot guarantee the accuracy of information found on the Internet, and is not responsible for the server or network malfunctions/outages.

Content Standards for Web Pages:

Subject Matter

All subject matter on Menominee Indian School District web pages and their links must relate to Board approved curriculum and instruction, school-authorized activities, or information about the Menominee Indian School District or its mission, and be in compliance with all School Board policies. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Neither students, staff, nor other individuals may use the District's web pages to provide access to their personal web pages on other servers or online services.

All information included on the web page will be approved by the District Technology Director and web master(s) before being uploaded to the server. A school's initial home page product approved by the Director of Technology and/or District Administrator prior to any public release on the World Wide Web.

Quality

All work published on District web pages must contain information that is an accurate and factual representation of official school and/or Board policies, programs, and positions. No personal, non-education-related material may be placed on official District and/or school web pages.

The information must be written clearly and meet proper standards of grammar, spelling, punctuation, and usage.

Student and Staff Safeguards

While District policies and related statutes pertaining to "directory information" may allow the release of some personal data about students and staff, we have chosen to establish the following guidelines:

- Only Menominee Indian School District Webmaster(s) and District Technology Coordinator may post Web pages.
- No Web pages shall contain inappropriate, commercial, or advertising material.

- No Web pages shall link directly to inappropriate material.
- Web pages representing a Menominee Indian School District school shall reside on the District's Web server.
- Copyrighted materials, including graphics, may not be used on Web pages without written permission from the copyright holder.
- Documents shall include only the first name of the student.
- Students' personal or other email addresses may not appear on Web pages.
- Only school employees' business email addresses are to be published.
- Decisions on publishing identifiable student or staff pictures (digital or video) and audio clips must receive District Technology Director's approval and a signed consent form giving permission by both student and parent/guardian or by staff member.
- No student work shall be published without permission of the student and parent or guardian.
- District Web pages are subject to review to insure they comply with District policies and guidelines.
- Web pages will be removed if they do not comply with District policies and guidelines.
- All web pages must be updated in a timely fashion. Outdated pages will be removed.

Policies:

The following additional policies apply to electronic transmission:

- Plagiarism and Copyright Laws: Web page authors must comply with legal requirements regarding the use, reproduction, and distribution of copyrighted works. Therefore, no copyrighted information can be placed on a web page except with the written permission from the creator of the work, or otherwise permitted by law. authors must comply with the guidelines set forth in the Digital Millennium Copyright Act.
<http://lcweb.loc.gov/copyright/legislation/dmca.pdf>

Official trademarks or logos also may not be placed on school or District web pages without receiving appropriate permission.
- Communication: All communications via the District or school web pages must adhere to standards set for in the District Technology Acceptable Use (TAUP) policy, , all student handbooks, and School Board policies.
- Misuse: Any deliberate tampering with or misuse of District network services or equipment will be considered vandalism and will be handled as such. The Technology Acceptable Use Policy (TAUP) policy will be enforced where appropriate.

Privacy Issues

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 shall be placed on school or District web pages. Before placing any information on a web page related to individual students, web page authors should review all state, federal and local Board policies regarding confidentiality of student records.

Staff directory information published on web pages should include contact information for the work site only.

Definitions:

Author: This person creates the design and content of the Web page, which needs to be compliant with District policies. Web pages which are created by authors who are students need to have a sponsoring staff member to verify the accuracy of the content.

Webmaster: This person posts pages to the Web server, created by themselves or a staff member. They confirm that all Web documents they publish meet Menominee Indian School District policies.

Home Page: is the first or introductory page that appears when accessing a World Wide Web (WWW) sites on a single topic or subject.

Hypertext: is a system of writing and displaying text that enables the text to be linked at several levels of detail, and to contain links to related documents or sites. Hypertext is key words or phrases in a WWW page that are "linked" electronically to other web sites or pages on the Internet.

Internet: is the huge world-wide network or "network of networks" of government, business, and university computers. Currently, there is only on Internet, but due to the huge (and growing) numbers of sites coupled with slow access speeds, others are being planned.

Intranet: is a private network inside a school , company, or organization that uses the same kinds of software that you would find on the Internet, but that it is only for internal use.

Links: are hypertext linkages which allow the user to move among Internet sites without entering address information.

Web page: are files of information placed on the Internet that are accessible to Internet users around the world.

Web Site: is an entire location or site of a school or organization on the World Wide Web. A web site may consist of several web pages.

World Wide Web: is a web-like interconnection of millions of pieces of information and documents located on computers around the world. Web documents use a hypertext language which incorporates text, sound, and graphical images and "links" to other documents and files on Internet-connected computers. The WWW allows for "point-and-click" navigation of the Internet.

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CROSS REFERENCES: Technology Acceptable Use Policy
 Student Directory Data/Information
 Copyright Policy

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