



# RIVER VALLEY SCHOOL DISTRICT

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## Creating and Placing Web Pages

The availability of Internet access in River Valley schools provides an opportunity for students and staff to contribute to the District's presence on the World Wide Web. The District's Web sites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our District's mission. Webmasters need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges or other more stringent disciplinary measures.

### I. Subject Matter

All subject matter on Web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the District or the schools within the District. Therefore, neither staff nor students may publish personal home pages as part of the District Web sites or home pages for other individuals or organizations not directly affiliated with the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

### II. Quality

All Web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specific in District policies. Regarding the question of quality or propriety of Web page material, appearance, or content, the judgement of the Technology Coordinator and Building or District Administrator will prevail.

### III. Ownership and Retention

All Web pages on the district's server(s) are property of the District and may be removed under authority of the Technology Coordinator and/or administration.

### IV. Students Safeguards

- A. Decisions on publishing student pictures (video or still) and audio clips are based on the supervising teacher's ability to obtain parental consent in writing for all children under age 18. Additionally, students age 18 or older must sign a consent form for their pictures to be included on a district web page (Policy #744-Exhibit). Consent indicates permission for the student's name and picture to be included on a district web page.
- B. Documents may not include a student's phone number, address, e-mail address or any other contact information, names of other family members, or names of friends.
- C. Published e-mail addresses are restricted to staff members or to general group e-mail address where arriving e-mail is forwarded to a staff member.
- D. 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.

## V. School Board Policies

All documents on River Valley School District's website must conform to Board policies and regulations as well as established school guidelines. Board policies are available on the district website. Persons developing or maintaining Web documents are responsible for complying with these and other policies. Some of the relevant issues and related Board policies include the following:

- A. Electronic transmission of materials is a form of copying. As specified in District policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its Web server(s).
- B. Documents created for the Web and linked to District Web pages will meet the criteria for use as an instructional resource.
- C. Any links to District Web pages that are not specifically curriculum-related will meet the criteria established in the Acceptable Use of Networked Computers, Electronic Mail, and Internet Safety Policy (Board Policy #743). Any other non-curricular materials should be limited to information about other youth activities, agencies, or organizations which are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
- D. All communications via the District Web pages will comply with the district Acceptable Use of Networked Computers Electronic Mail, and Internet Safety Policy and the district Code of Classroom Conduct policy (Board Policy #443). Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and/or violence.
- E. Any student information communicated via the District Web pages will comply with District policies in data privacy and public use of school records (Board Policy #347-Rule – Guidelines for Maintenance and Confidentiality of Student Records).
- F. Any deliberate tampering with or misuse of District network services or equipment will be considered vandalism and will be handled in accordance with the District Code of Classroom Conduct and other related policies.

## VI. Technical Standards & Consistency

Each Web page added to the district Web site(s) must contain certain elements, which will provide general consistency for District Web pages.

- A. Any webmaster who is publishing the final Web page(s) will edit and test the page(s) for accuracy of links and check for conformance with standards outlined in this policy.
- B. Web pages may not contain links to other Web pages not yet completed. If additional pages are anticipated, but not yet developed, make sure that the page is set as Inactive.
- C. All Web pages must be given names, which clearly identify them.
- D. Final decision regarding access to active Web pages for editing content or organization will rest with the building principal and/or the Technology Coordinator.
- E. Unless approved by the Technology Coordinator or administration, all district web pages should be created within CMS4schools and the main Content Management System so the district has access to disable or delete pages if the need arises.

## VII. Other

- A. Material on Web pages reflects an individual's thoughts, interest, and activities. Such Web pages do not, in any way, represent individual schools or River Valley School District, nor are they endorsed or sanctioned by the individual school or the District. Concern about the content of any page(s) should be directed to the building principal of that school.
- B. Given the rapid change in technology, some of the technical standards outlined in this policy may require change throughout the year. The District Technology Coordinator will notify the Policy Committee when changes are necessary. This policy will be reviewed on an annual basis.

Cross Reference: [www.rvschools.org/district/adaaccessibility.cfm](http://www.rvschools.org/district/adaaccessibility.cfm)

Policy #347-Rule - Guidelines for Maintenance and Confidentiality of Student Records

Policy #443 - Code of Classroom Conduct

Policy #743 - Acceptable Use of Networked Computers, Electronic Mail, and Internet Safety Policy

Policy #744-Exhibit – Consent Form –Web/RVTV Permission to Display Classroom/Academic Activities

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