

Lyons Central School District

Web Page Standards

The availability of Internet access in the Lyons Central School District provides an opportunity for students and staff to contribute to the school district's presence on the World Wide Web. These Web sites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools and LCSD's mission. Lyons Technology Committee provides Internet access for the creation of web pages. Creators of Web pages must familiarize themselves with and adhere to the following standards and responsibilities. Failure to follow these standards or responsibilities may result in the loss of authoring privileges or other more stringent disciplinary measures.

Approval for posting a page must be obtained from the Technology Coordinator. If at any time the principal, district technology coordinator, or any central office administrator feels the site does not meet the standards approved by the district, the site will lose its district privileges.

CONTENT STANDARDS.....	2
PRINCIPAL/DISTRICT APPROVAL FORM	3
TEACHER/WEB PUBLISHER AGREEMENT	4
PARENT PERMISSION FORM.....	5

Content standards

- ◆ Web page documents may include only the first name of the student.

- ◆ Documents may not include a student's phone number, address, names of other family members, or names of friends.

- ◆ Published e-mail addresses are restricted to staff members.

- ◆ Decisions on publishing student pictures still, audio clips or student work are based on the supervising teacher and the building principal's judgment.

- ◆ 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.

- ◆ Students may not have access to the district servers for posting or maintaining web sites. Access is restricted to authorized school employees only.

Consistency of Web pages:

- ◆ Web pages may not contain any student e-mail address links, any survey-response links, or any other type of direct-response links.
- ◆ Credits for photographs must be given if a professional photographer does photography.
- ◆ Every reasonable attempt must be made to ensure that web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Lyons Central School District policy.
- ◆ Student work may not be published without signed parental consent.
- ◆ Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school.
- ◆ Given the rapid change in technology, some of the technical recommendations outlined in these standards may require change throughout the year. The District Technology Committee will make such changes with approval of the Technology Coordinator. These

Web Page standards will be updated on an annual basis, or more frequently if required.

- ◆ Personal pages or links to personal pages cannot be linked to the district site.
- ◆ Advertising for businesses cannot be part of the district site.

Example: Every reasonable attempt has been made to ensure that our web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Lyons Central School District Web Page Standards Policy.

Principal/District Approval Form

I understand that I am responsible for all material published on my school/site's Web Page. I accept responsibility for review material to be posted in accordance with the district Web Page Standards. Each signed agreement will remain on file in my office.

Principal (Please print.) _____

Signature _____ Date _____

Teacher/Web Publisher Agreement

I have fully read and understand the Lyons Central School District Web Page Standards. I have been informed of my responsibilities:

- Site development follows district guidelines.
- Site appropriately uses media – print and non-print.
- Copyright compliance is followed.
- Site is kept maintained and up to date.
- All material is screened before publication.
- All links are checked for accuracy and appropriateness.

- Approval for all materials is received from the principal before being posted.

I, the undersigned, acknowledge that I understand the policies and guidelines and that any uses I may make of materials for posting on a web site will be in accordance with both federal law and state law, as well as, district policies and standards. I understand any violations of the above provisions may result in disciplinary and/or legal action. I agree to report any misuse of electronic information resources to my school principal or district supervisor.

Teacher _____ Date _____

School _____

Parent Permission Form

(For use of student work or pictures On the Wayne Central School District Web Site)

Name of Student _____

ID _____

Name of Parent _____

School Name _____ Teacher Name

Your child's teacher or another staff member is considering putting your child's photo, writing, or art work onto our school home page. Because people can see this document all over the world, we are requesting your permission to display the work. For security reasons, only first names will be used and work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the parents. No home address or telephone will appear with such work. A copy of the picture or material is available. If you have any questions, please contact me.

I understand my child's writing, or artwork will be published on the World Wide Web in accordance to Lyons Central Schools Web Standards. My child's work or photo will be removed immediately upon my request.

Student Name _____

Parent Signature _____ Date _____

Please sign and return as soon as possible. Thank You!