

Introduction

The District's website provides instructional resources; information about curriculum, instruction and school authorized activities; and general information relating to our schools and our District's mission. Communications with parents, family, the community and students is important for the District and each classroom teacher. Events and projects can be displayed to show what has been happening in the classroom along with keeping all informed about future events and assignments. It is important that teachers give their web page address to students and parents as often as possible and keep their site updated.

Arcadia Valley R-II teachers will be able to create and post their own web pages to the Internet. This will place the primary responsibility for the content that is contained on the teacher's page on the teacher. Building administrators and the Arcadia Valley R-II School District are also responsible under federal law for the content of these pages. Teachers should be extremely careful when they post graphics and other materials. It is the responsibility of the teacher, the building administrators and the district to ensure that all district hosted web pages follow district policies and state and federal laws. This guide is intended to assist teachers in the development and posting of their pages.

District Policies Related to Web Pages

EGAAA-AF1 Critical: Reproduction of Copyrighted Materials (Copyright Notices)

These notices should be posted throughout the district. They provide information about basic copyright.

EGAAA-AF2 Critical: Reproduction of Copyrighted Materials (Request for Off-Air Video Recording)

This request form should be completed and submitted to the building Library Media Center for the recording of television and other broadcast material. The copyright guidelines for this form of recording are covered under copyright guidance in this handout. Teachers should have this form filled out for ALL copied materials in their curriculum. This includes those copied by the teacher. This will ensure that copyright laws are followed.

EHB-AF3AF3 Critical: Technology Usage (Employee Technology Agreement)

This form is the basic agreement that all district employees sign to use district technology. It includes the provision that the district may monitor individual use of district technology including, but not limited to, accessing browser logs, e-mail logs and any other history of use.

EHB-AF4 Critical: Technology Usage (Permission to Publish on the Internet-Student)

This form must be signed by students over the age of 18 or by the student's parent or guardian if the student is under 18 year of age. It is the individual teacher's responsibility to

ensure that the release form is signed and maintained if any of the following are posted on a web page:

- First Name (first name of the student)
- Photograph (an individual photo of the student in which the student is the primary focus). There are times when directory information can be posted or general photographs of common or special events).
- Published Project (web pages, written work or other assignments). This includes original student work including art work and other class projects.

EHB-AF5 Critical: (permission to Publish on the Internet-General)

This form must be signed by teachers, administrators, staff and other individuals to give permission for information to be placed on a web page hosted by the district. This form should be signed by guest speakers and other special event participants that will feature the individuals on the web page. It is the responsibility of the web page creator/teacher to ensure the release form is signed and maintained if any of the following are posted on a web page:

- First Name
- Photograph
- Published Project (If an individual’s project is to be published on a teacher’s web page, it is the responsibility of the teacher to ensure that all copyright issues are addressed.
- Email Address

EHB-AP Critical: Technology Usage (Web Page Guidelines)

This policy provides the basic overview for teachers posting web pages linked to the district web page. Among the key points that are addressed are:

- Teachers and administrators are encouraged to develop links to third part hosts (the district has a policy that these links need to be conform to the “three-click rule” so that the link does not have inappropriate links from the first linked sight).
- Teachers and administrators need to attend training sessions.
- The district encourages teachers to involve students in the development of their web sites. (This needs to be grade appropriate and is not intended as only creation. Students can be involved in various aspects including layout, design, choosing colors, and offering suggestions).
- All web pages are subject at any time by district administrators.

The content and links within a district web site should:

- Be informative
- Be accurate
- Be current
- Pertain to education or to the functions of the school
- Be correctly written, spelled and punctuated
- Be thoughtfully and attractively presented
- Have written parental permission to display a student's name or picture
- Insure that a student CANNOT be identified by attaching his/her name to a specific picture, phone number or address
- Have written permission in order to display the name or picture of a any staff member or school Board member
- Written permission may be obtained for single, specific pictures or it may be given for any district approved use
- Adults CAN be identified by attaching his/her name to a specific picture, phone number or address with written permission

Content and links (defined as any site that can be reached in two clicks or less) within a district web site or, a teacher/student page linked from the district site, should not:

- Contain or point to pornographic, violent, obscene, objectionable or offensive material.
- Violate copyright laws by containing unauthorized or plagiarized content (including written materials, pictures, graphics, audio, and video).
- Contain any personal information on students without written parental permission.

In order to protect individual privacy and promote good community relations, district web sites or, teacher/student pages linked from the district website, should:

- Never provide addresses, phone numbers or other private information about students.
- Never post individual pictures with the student's first or last names.
- Posting class pictures are fine, as long as the picture doesn't explain which individuals are standing where in the picture.
- Class pictures should include at least three (3) or more students if you are including their first names.
- Never provide e-mail addresses except for the purpose of supporting or providing feedback for a school-related activity, organization or web site.

- Never contain information or material that the district would not be willing to publish in other media forms (e.g., newspaper, television, brochures, etc.).
- Never allow students to post their personal web pages. If students need to post a web page as part of integrating the classroom curriculum with the Internet, it should be posted on the district web page with teacher approval through the district Web Master. All links from a student project web page must be checked for appropriateness.
- Never promote specific political, metaphysical or religious viewpoints or agendas. Links to such pages may be placed on a web page for research purposes if the links are balanced.

EHB Critical: Technology Usage

This is the general district policy on the usage of technology. The key provisions include user identification, network security, content filtering, and the concept of a “Closed Forum.” The district operates technology protection measures for filtering. However, no system is complete and teacher need to be aware that sites that are obscene, harmful to minors and child pornography can still be accessed at times. When teachers develop their web pages they need to check all links to ensure that they do not access these sites inadvertently.

This policy also develops the idea of a closed forum for the district’s technology resources. The district’s technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district’s web page will provide information about the school district, but will not be used as an open forum. The district’s web page may include the district’s address, telephone number and an e-mail address where members of the public may easily communicate concerns to the administration and the Board.

All expressive activity involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district’s technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

EHB-R Critical: Technology Usage (Technology Safety)

This policy covers technology safety. The key components are:

- Privacy: A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district’s technology resources. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without

prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

- General Rules and Responsibilities:

#6. Unless authorized by the district or building administrator, non-educational Internet usage is prohibited.

#7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.

#8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for charges incurred.

#9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

#10. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.

#11. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

#12. Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

#13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. *See policy AC and regulation AC-R.*

- Online Safety – Disclosure, Use and Dissemination of Personal Information

#6. All district employees will abide by state and federal law, Board policies and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.

#7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.

#8. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

JO Critical: Student Records

This policy defines and discusses student records. The two important sections for web page development are:

- **Health Information:** Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.
- **Directory Information:** Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:
 - **Students in kindergarten through eighth grade** -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes,

digital images and recorded sound would be considered harmful or an invasion of privacy.

- **High school and vocational school students** -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Web Page Posting General Guidelines

- Websites will not be used for commercial purposes.
- A web page may not be used to provide financial gain for any individual.
- Paid commercial advertising may not be placed on District web pages without written permission from the Superintendent, Principal or designee prior to posting.
- All subject matter on District web pages and their links should relate to curriculum and instruction, school authorized activities or general information about the Arcadia Valley R-II School District or its mission.
- Staff or student work may be published only as it relates to a class project, course or other school-related activity.
- All websites should reflect positively on the District, school or department.
- Web page content, including links to external sites, shall be kept up-to-date and maintained regularly.
- All pages are expected to use accurate standardized information on enrollment, attendance and other pertinent school or District information. Any questionable information or statistics should be verified prior to posting.
- The author of the web page will not post homework, papers, etc.. without the student's and legal guardian's permission and all references to link the work with a specific student will be removed or altered in accordance with school district policy.
- The author of the web page will obtain permission from any person whose picture or work is posted to the web page. If the person is a minor, then the student's parent or legal guardian must also sign a permission slip allowing the author to use the minor's work on the web page.
- The author of the web page will follow copyright laws about text and graphics.
- The District reserves the right to deny permission to post a website that does not completely follow all of the policies of the School District.

Using graphics from outside sources

If you use any graphic on your Web page that you did not create yourself, whether it's clip art from another Web site or a logo, you must get permission from the graphic's creator or the Webmaster of the other site. You must then post a message somewhere on your page that says something such as, "Graphic used with permission from www.clipartwarehouse.com."

Include appropriate copyright notices on every page.

Copyright laws protect the intellectual property of students, such as: essays, artwork, photography, or poetry. Obtain permission from a student before publishing any art or literary work they produced. Include a copyright statement on main pages that cover work on all subsidiary pages. When copying is permitted and expected, those permissions should be clearly stated where the notice can be easily found. These same copyright laws apply to other Web pages as well. Do not copy or use information from other Web sites without permission.

Include contact information and last updated date on pages

Include the name, title, and email address of the pagemaster (staff member most responsible for design and maintenance of a given page). Main pages should contain the date when the page was last updated.

Confirm content on linked sites

Staff members should visit a site to verify that the site's content is developmentally appropriate, relevant to the district curriculum, and comply with the BOE policy on Internet usage. You should not link to pages that are "under construction," and check links regularly to ensure the site still exists.