

## BARNEVELD SCHOOL DISTRICT WEBSITE

**Purpose:** The Barneveld School District website provides students, staff, and community members with information about our district and school. The website includes the school's mission, curriculum, programs, school activities and other information about the school, the community and interests. The creation and maintenance of the site is provided by a designated person or persons (webmaster). Members of the Barneveld School District community, i.e. students, staff or parent groups, who wish to contribute to the website, must abide by the guidelines set forth in the following policy statement.

**Content Requirements:** District administrators, with input from designated individuals are responsible for web page approval. All subject matter on the website should relate to curriculum, instruction, school-authorized activities, the school district, or general items that are appropriate for staff and students and of interest to the school community. Neither staff nor students may publish personal home pages as part of the District's or individual schools' websites. Staff and student work may be published only as it relates to a class project, course, or other school-related activity. No advertisements for any product or service may appear on official district web pages. Logos for paid or free subscribed services and education related links are excluded. All pages must adhere to all copyright laws.

**Quality Requirements:** All web page work must be free of spelling and grammatical errors. Documents may not contain or point (link) directly to inappropriate material. Inappropriate material is defined as material that is not consistent with the district's educational mission or that would disrupt the orderly operation, maintenance, and discipline of the school. If the quality or propriety of web page material, appearance, or content is called into question, the judgment of the district administrator will prevail.

### Technical Standards:

- 1 The owner of the page will create and maintain the web pages. It shall be that person's responsibility to keep the web page current.
- 2 Each page must have a link that returns the user to the appropriate point(s) of the district page.
- 3 Users must exhibit care when creating web pages with extensive tiled backgrounds or large graphics. Such files require extensive download time, and are frustrating for users without broadband internet service.
- 4 Conformance with standards outlined in these guidelines.
- 5 Web pages may not contain links to other web pages not yet completed. If additional pages are anticipated, but not yet developed, the text that will provide such a link should not be included.
- 6 All Web pages must be given names that clearly identify them.
- 7 Web pages should be developed using approved software, preferably Google Sites or Dreamweaver.

**Security:** A student's name, picture, work, or information about a student can only appear on a school

web page if that information might reasonably be expected to be published by the local media (recognition, awards, competition results, etc.). Students will not be identified by name in any published photos. Documents may not include a student's personal information such as birthday, phone number, address, names of other family members, or names of friends. Web page documents may not include any information which indicates the physical location of a student at any given time, other than attendance at a particular school, or participation in activities.

Published e-mail addresses are restricted to district e-mail addresses of staff members, School Board members and administrators or to a general group e-mail address.

**Copyright:** The Copyright of all material must be respected. The author of the web page must not use copyrighted materials without permission. Unless there is a clear statement that art, photos and text are "public domain" and available for free use, one should assume that they are copyrighted. This material should not be used for republication on a website unless permission is granted from the copyright owner.

**Procedures for Posting:** When web pages are ready to be published on the web, the web page developer will contact the district webmaster who will publish the pages and link them to the district web page.

Adopted: October 29, 2008

Revised: March 11, 2015