

Web Page Policy

Introduction:

Hermitage R-IV School District (referred to in this document as the "District") encourages its students and faculty to participate in providing Web pages for the District's Web sites. The following sections describe the District's policy for the creation, publication, and maintenance of a District Web site and its pages.

Establishing a Web Site:

Terms of the District's Acceptable Use Policy apply to all aspects of the development and deployment of District Web pages.

A member of the District faculty or staff must sponsor all Web sites.

Sponsors agree to be responsible for the content of the Web site.

Sponsors must inform and receive approval from a District administrator prior to beginning work on a Web site. Teachers should obtain approval from their building principal. Other faculty staff members should submit their request to an administrator based on the scope and content of their proposed Web site.

After receiving approval, sponsors should arrange for a member of the technology staff to set up the site on the District's Web server. The technology staff can also serve as a resource for suggestions on how to create the Web site.

Prior to beginning work on the site, sponsors are strongly encouraged to attend training sessions on Web site development or to secure the help of knowledgeable parents, volunteers, district personnel, or other individuals.

The District encourages sponsors to involve students in Web site development.

Sponsors should not establish links to a Web site until they are sure the site meets the criteria in this document. All Web sites are subject to review at any time by District administrators.

All school related information must reside on the District's web server and not on a third party server.

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.

Content and links within a District Web site should not:

contain or point to pornographic, violent, obscene, objectionable or offensive material.

promote specific political, metaphysical, or religious viewpoints or agendas.

violate copyright laws by containing unauthorized or plagiarized content (including written material, pictures, audio, and video).

In order to protect individual privacy and promote good community relations, District Web sites should:

never provide addresses, phone numbers, or other private information about students, teachers, or other individuals.

provide e-mail addresses only 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.).