

## Web Publishing

All creators of school and District Web pages and all persons developing or maintaining Web documents on any District-sponsored server are expected to familiarize themselves with and comply with the following relevant District policy, procedures and school guidelines.

The School District of West Salem web sites supports the instructional, administrative and public relations activities of the District by publishing information, providing teaching and learning resources, and facilitating communication within our community between students, parents, and staff members. We support an Internet site that can be viewed by any person in the world and a private Intranet web site that can be viewed within the district.

1. Student images identified by name and confidential and contact information will not be published. Our public web site may contain links to other sites. However, the School District of West Salem is not responsible for the content of those sites, or any links from those sites.
2. Electronic transmission of materials is a form of copying. No unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including the Web server(s). Documents created for the Web and linked to District Web pages will meet the criteria for use as an instructional resource.
3. Any links to District Web pages will meet the criteria established in the District's acceptable use policy and procedures. Any non-curricular materials should be limited to information about other youth activities, agencies or organizations that are known to be devoted to community interests or child welfare, are nonprofit and nondiscriminatory. Web page links may not include entities whose primary purpose is commercial or political advertising.
4. All communications via the District Web pages will comply with the District's acceptable computer use policy and its implementing procedures and the policies outlined in the Student Handbook.
5. Any student information communicated via the District Web pages will comply with District policies and procedures related to the maintenance and confidentiality of student records.

6. 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's Acceptable use policy and its implementing procedures, the District's Student Handbook and other related policies.
7. The School District's public and private web sites may not be used for commercial or political activities, nor may they be used for any purpose that is illegal, causes an unreasonable degradation of web site performance, or otherwise violates generally recognized community standards.
8. All web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to such materials. Objectionable material is defined as material that does not meet the standards and criteria for the selection of instructional materials specified in District policies and guidelines.

The primary District web site will be overseen and maintained by the District's Technology Director. The District's Web site shall provide information about school curriculum, instruction, school-authorized activities and other general information relating to the mission of the District.

The Internet web site is viewable by anyone outside of the school. No password is required. Students must have parental permission to access the Internet while at school. This site is managed by the School District of West Salem and ensures, the accuracy of the content, compliance with copyright and other legal aspects, protection of the privacy of students and their families, and maintenance of the design and technical health of the site.

All District Web pages are the property of the District

Teacher Homepages on the public web site are provided and maintained by classroom teachers who take responsibility for accuracy and timeliness of information. Teacher Homepages may include information about class curriculum, assignments, and worksheets, Internet resource sites, summer programs, athletics, and school news, calendar information and photos of student activities without identifying student information.

Teacher Homepages are a formal part of our District's public web site and can be viewed by the public without a password. These pages must comply with the School District of West

Intranet web pages can be viewed with a school login ID and password. These pages are collectively known as our Intranet site. Login IDs are provided to school employees and students with

parent approval as needed. Our Intranet web site is restricted, to communication between students and staff, links to other sites for educators and access to district forms and handbooks, and curriculum.

West Salem's public web publishing policy guidelines.

LEGAL REF.:       Sections   118.001   Wisconsin Statutes  
                                  120.12(2)  
                                  120.44(1)  
                                  943.70  
                                  947.0125  
                  Children's Internet Protection Act  
                  Neighborhood Children's Internet Protection Act  
                  Children's Online Privacy Act  
                  Federal Copyright Law [17 U.S.C.]  
                  Technology Education and Copyright Harmonization  
                  Act (TEACH Act)

CROSS REF.:       110, District Mission and Beliefs  
                  330, Curriculum Development and Instructional  
                  Improvement  
                  347-Rule, Procedures for the Maintenance and  
                  Confidentiality of Student Records  
                  360, Selection and Consideration of  
                  Instructional Materials  
                  361\_1 Internet Safety and Acceptable Use Policy  
  
                  363.3, Copyright Compliance  
                  363-4 Technology Concerns for Students with  
                  Specific Learning Needs  
                  483 Release form for District's Website  
                  820, Public Information Program  
                  823, Access to Public Records  
                  851, Advertising Involving the Schools

APPROVED:   October 28, 2003

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