

## Central R-III Staff Web Publishing Access and Privileges

In order to create a communication tool for parents, students, faculty, staff and the connected community, these guidelines will:

- ☀ **Provide publishing guidelines**
- ☀ **Provide student safeguards**
- ☀ **Establish levels of responsibility**
- ☀ **Provide technical design standards**
- ☀ **Provide accessibility standards**
- ☀ **Protect intellectual property (copyright laws)**

The Central Schools District website's primary purpose is to communicate effectively with its community and provide instructional resources, information about curriculum, instruction and school authorized activities, and general information relating to our schools and our District's mission. Central R-3 teachers will be able to create and post their own classroom web pages to the Internet for intended purposes of communication with parents, family, the community and students. This will place the primary responsibility for the content that is contained on the teacher's page to the teacher. It is important that teachers give their web page address to students and parents and web sites are kept up to date.

### **I. Publishing Guidelines**

- A. All official school and district Web sites will be hosted through the Central R-3 Google Sites domain.
- B. All Central R-3 Google Sites accounts will have 100mb per site and 10mb attachment size.
- C. To receive a Google Sites Classroom account, a District employee must have a signed IUA (Internet User Agreement) on file, attended the mandatory in-service training and sign the Web Publishing Guidelines Agreement.
- D. Each person with a Google Sites Classroom account is responsible for maintaining the security of his or her password. (Don't tell anyone.)
- E. Prohibited Content
  1. Personal information about faculty, staff, and parent volunteers: non-district email addresses, non-district mailing addresses, and non-district phone numbers. Exceptions may be approved by administrators. Ex: Booster/ PTA/PTA may request listing of non-district phone or address.
  2. Photographs of faculty, staff, and parent volunteers will not be included without a permit to publish file.
  3. Chat areas, bogging, message boards, or similar.
  4. Links pointing to objectionable material.
  5. Links to other Web pages that are not completed, or of educational value.

6. Neither staff nor students may publish (utilize district servers) personal pages for themselves, other individuals, or organizations not directly affiliated with the district.
7. Neither staff nor students may use the District's Web pages to promote outside businesses.
8. A faculty member must be the content sponsor for all Web pages posted through Central R-3 Google Sites.
9. Students may not submit web pages through Central R-3 Google Sites.

#### D. Copyright

1. All copyright laws must be followed when posting to Central R-3 Google Sites.
2. Refer to Copyright Applies to Everyone, published by the Missouri Department of Elementary and Secondary Education.  
<http://dese.mo.gov/divimprov/curriculum/copyright/>
3. All material, textual and graphic, will be either original, in the public domain, or posted with the express permission of its rightful owner.

#### E. Required Information

1. Standard signature
  - a. Must contain the email address of the person responsible for the Web page or update.
  - b. Name of the content sponsor.
  - c. Date of last update.
  - d. All student work posted on the Internet must be accompanied by the following statement.  
Copyright Notice: This student work is copyrighted and the district cannot grant permission for use.

#### F. Non-district Links

1. Links from district Web pages that are not specifically curriculum related are strictly prohibited.
2. Links that do not reside on the district server must include the external link disclaimer and open in a new window.  
External Link Disclaimer: This page contains links to outside sources. The Central R-III School District is not responsible for any content housed/published on those sites.
3. No links to volunteer or student personal home pages are permitted.

## II. Student Safeguards

- A. No student personal contact information of any kind may be published, including but not limited to email addresses, phone numbers, and home addresses.
- B. Web page documents may not include any information which indicates the off-campus location of a student or students at a given time, except after the fact.

- C. Student work may only be published with written consent of the individual, accompanied by a parent/guardian signature. (See Permit to Publish).
- D. The Permit to Publish form will serve as written consent.
- E. This policy is not intended to conflict with Student “Directory Information” and will be in compliance with guidelines mandated under the Family Educational Rights and Privacy Act.

### **III. Site Administration**

- A. Each site owner is responsible for acquiring the Permit to Publish prior to publishing any student work, photo, etc. This document must be signed and filed at the campus.
- B. A faculty member must be the content sponsor for all Web pages.
- C. Students may not submit Web pages directly to the webmaster or Web server.
- D. All “official” Central School websites will be hosted through the Central R-3 Google domain. School or Department websites that are hosted on any other servers or hosting providers will not be linked to from the Central Schools website unless approved by the District Webmaster and the Technology Director.
- E. Central R-III Schools Technology Department reserves the right to audit and/or adjust any materials published through the Central R-3 Google Sites domain.

### **IV. Safety and Liability Issues**

- A. No image shall be added to a web page that singles out a specific student. Images should be of a group nature only and not contain legible nametags or other identifying text within the image. Captions or accompanying text to the image shall not contain specific names of students. Images are not to be posted without proper permission from the parent/guardian. (See Consent to Publish Form).
- B. Pages shall not include any information that indicates the physical location of the student at a specific time during the day.
- C. Parental/Guardian approval is required before any student work is published on any Central School Website. (See Consent to Publish Form).
- D. It must be understood that personal information is defined as any data that violates a child’s (or staff member/s) right to privacy or that may endanger their safety. Personal information is considered to be such information as address, phone number, neighborhood, and personal email addresses information regarding relatives or parents, etc. Staffs work email addresses are not to be considered private and are not specifically protected by this definition. Special consideration may be given for staff members in a sensitive position within the district regarding the publication of email and other contact information. However, email addresses may be published as needed without prior consent from staff.

Site layouts, floor plans or any map-like image that depicts the layout of the school in detail are prohibited.

- E. All content shall conform to School Board Policies, established procedures and copyright laws, and shall not violate state, federal or local laws.
- F. Central Schools retain all proprietary rights to web sites hosted on the Central R-3 Google Sites domain, without written authorization to the contrary.