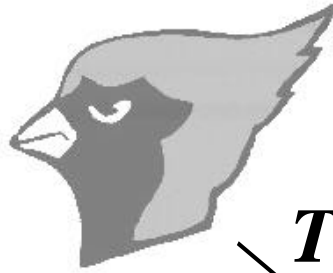


Draft guidelines in effect until final
adoption in early 2000

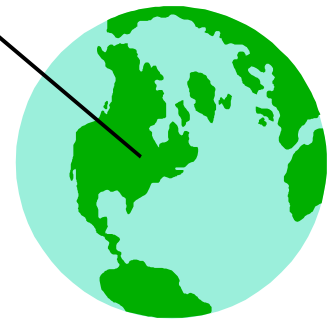
Big Rapids Public Schools



Cardinal



Technology



WEB Authoring Regulations

*Including Board of Education
Policy*

*Revised and Adopted by
The Cardinal Technology Steering Committee
November 12, 1998
For Recommendation to the Superintendent*

Revised Version - 11/18/99

The following policy and regulations cover all web pages (or Home Pages) developed and available in the Big Rapids Public Schools technology infrastructure.

Big Rapids Public Schools - Board of Education Web Authoring Policy

It is the intent of the Board of Education that web pages authored by students and staff, *who have signed an internet use agreement*, include only appropriate *educational* content, and meet specific appropriate standards for design, student identification, staff identification, development software, and *overall use*. *No web page may be used for or have references to personal and/or business interests.*

All such web pages will meet applicable laws, *shall adhere to Board policies*, shall be found in links available from the BRPS Home Page, and shall be the property of the school district. Web pages will be deleted with the students leave the district, when the staff member is no longer employed, when a formal relationship with district is terminated, or when the superintendent determines that such web page will be deleted.

The superintendent shall develop guidelines for the administration of this policy.

Cardinal Technology Web Authoring Regulations

1. General

- 1.1. All pages developed and available shall follow Board Policy, applicable laws (Including the Children's Online Privacy Act and The Children's Online Protection Act), and the guidelines in this document.
- 1.2. All pages developed and available shall originate from the BRPS Website. Special circumstances shall be approved by the Director of Technology.
- 1.3. Pages may be posted by Board Members, Administrators, Staff Members, and Students. Pages may also be developed by organizations sanctioned by the Board of Education, for example: classrooms, boosters groups, parent/teacher organizations, teams, etc.
- 1.4. Pages will be developed using District licensed Web Authoring Software. Those developed using other software must be copied into the system at the TRC by an authorized Cardinal Technology Representative with the approval of the Director of Technology.
- 1.5. Pages may only be developed by persons who have a signed Internet Use Agreement on file in the TRC.
- 1.6. Electronic transmission of materials is a form of copying. All applicable laws and district policies related to copyrights shall be followed.
- 1.7. The Director of Technology or a designee under direct supervision of the Director shall act as the District Webmaster.

2. Ownership and Retention

- 2.1. All Web pages on District servers and/or computers are the property of the School district for as long as they reside on the district infrastructure. As such they are subject to all district policies and regulations.
- 2.2. Web pages will be deleted when students graduate or leave the district, a staff member is no longer employed, or when a person's formal relationship with the district is terminated, unless prior arrangements have been made.

3. Access to Development

- 3.1. Access to the district web server(s) shall be by password only. The School/worksite Tech Team shall recommend who will be given passwords and/or access to editing existing pages to the district webmaster.
- 3.2. Page editing shall be limited to one or two computers at each site as designated by the Tech Team. The exception will be classes where the teacher is trained and is teaching a class in page development.
- 3.3. The Tech Team will decide on one person (a site web administrator), who will be trained, to supervise all page development for that site. This person will be supervised by and meet regularly with the district Webmaster.

4. Content

- 4.1. The Tech Team and Webmaster will be responsible for all page content for each site. The Webmaster and a District Web Page Committee shall be responsible for the BRPS Home page and the overall content of the site.
- 4.2. The Tech Team may assign one person (the site web administrator) or a sub committee to review content in their behalf.
- 4.3. The administrator in charge at each site must review and recommend completed pages to the Webmaster before they are linked to the BRPS Website.
- 4.4. Content and design shall be aligned with the district marketing plan.

5. Design

- 5.1. The size of each site web shall be limited to 100 mb with a maximum of 5mb per contributor. The Tech Team may provide a justified request for more server memory through the Cardinal Technology department.
- 5.2. All general pages shall follow a standard template which will include the the design and content set by the District Web Committee in conformance with the district marketing plan (student and staff pages may vary).
- 5.3. Minimum standard components for all pages shall include:
 - 5.3.1. Link to BRPS Home
 - 5.3.2. The date of the most recent update and visitor count shall appear on each school and major program page.
 - 5.3.3. If a Cardinal is included it must be a Board approved version (student pages may vary).

- 5.4. Each Tech Team shall supervise its pages to insure that links are appropriate and follow all standards in this policy. All content and/or links shall be limited to non-profit and educational uses only. All email references shall be limited to the BRPS domain only.
- 5.5. Each Tech Team shall be trained in the district marketing plan and shall consider it seriously in all review of pages.

6. Student Identification

- 6.1. All student identification will be by first name only, full name by parent permission only in each circumstance.
- 6.2. No student can be identified in any situation which will compromise his or her status in counseling, special education, legal, or other right to privacy circumstance.
- 6.3. A beginning of the year notice shall be provided to notify parents of the districts intent to use student pictures, data, and/or work in web page content with parent opportunity to request limitations.
- 6.4. All applicable State and Federal laws shall be followed (see 1.1 above).

7. Staff Identification

- 7.1. Staff names, district directory information, pictures, and/or district email addresses will be used unless limited by specific written request after an annual notice is published to all staff.

8. Faculty/Staff Pages

- 8.1. All staff pages shall be supervised by the site Tech Teams and the Webmaster following these policies.
- 8.2. Content of these pages and links from these pages shall be limited to school related activities and educational interests only.
- 8.3. All email references shall be limited to the BRPS domain only.
- 8.4. All content and/or links shall be limited non-profit and educational uses only and shall follow all applicable State and Federal Laws.

9. Procedure

- 9.1. Page development by persons at each site will be supervised by the Tech Team at that site.
- 9.2. Completed pages must go through a review by the Tech Team or their designee.
- 9.3. The completed pages must then be approved by the site administrator prior to being linked to the BRPS Website.
- 9.4. Cardinal Technology staff will designate who will link completed pages to the BRPS website.
- 9.5. The Webmaster shall receive email notification of all new links and/or major revisions to any website content or design (doesn't include daily editing).

10. Due Process

- 10.1. The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through this web site system.
- 10.2. Any District administrator may terminate the account privileges of authorized users by providing notice to the user.

11. Search and Seizure

- 11.1. System users have a limited privacy expectation in the contents of their personal files and records of their on-line activity while on the BRPS system.
- 11.2. Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating District Policy, administrative regulations, a student disciplinary code, or the law. If the district Director of Technology or webmaster discovers a potential violation by a District user, the appropriate administrator and/or the Superintendent shall be notified.
- 11.3. An individual computer file search may be conducted if there is reasonable suspicion that a user has violated the law, District Policy, administrative regulations, or the student disciplinary code. The nature of the investigation will be reasonable and within the context of the nature of the alleged violation. The District will cooperate with local, state, and/or federal authorities in any investigation they might be conducting of an individual user.
- 11.4. Employees should be aware that their personal computer files may be discoverable under state and/or federal law.

These guidelines are an attempt to focus the communication provided in the BRPS web pages on high quality, creative content related to education and the mission and goals of the district.

Draft

These regulations will be in force until the final version is adopted as part of the current District project to revise Board Policies and Administrative Regulations. This project is slated to be complete in early 2000. Questions and/or concerns should be addressed to your Tech Team or you can call Joe Bouman, Dave Borth, or Jodi Benedict at 503.

Staff WEB Authoring Agreement and Account Application

Directions: After reading the WEB Authoring Agreement, please fill out the following agreement completely and legibly. It must be signed by you and your supervisor. Afterwards, please return it to the Cardinal Technology Office. After the Cardinal Technology Office has created your web account, You will receive a copy of this agreement, your web address, user ID and password.

Full Name (please print): _____ Date: ____/____/____

School/Work Site _____

Home Address: _____

School Phone (Centrex or number) _____ Home Phone: _____

I have read and understand the Web Authoring Agreement and will abide by the stated Terms and Conditions. I further understand that violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges for my web, and also email/internet may be revoked, possible other action consistent with district policies and/or employee agreements may be taken, and/or I may be subject to appropriate legal action.

User Signature: _____ Date: ____/____/____

After signing, please obtain a signature from your supervisor, then forward to Cardinal Technology.

Administrative Authorization: I have discussed the WEB Authoring Agreement with this person and authorize issuing a user ID.

Supervisor Signature: _____ Date: ____/____/____

For use by the Cardinal Technology Staff

User ID: _____ WEB address: _____ .k12.mi.us

Password: _____

Issued by: _____ Date: ____/____/____