

Technology Use Guidelines

Community Consolidated School District 146 Web Page Guidelines

Internet access in Community Consolidated School District 146 schools provides an opportunity for staff and students to contribute to the District's presence on the World Wide Web. The goal of the District's web site is to provide information to the community and the world about our District, its curriculum, instruction and activities. Authors of web pages on the District web site need to be familiar with and adhere to the Acceptable Use policy of the District and to the following web page publishing guidelines:

Subject Matter:

- Web pages published on the district web site must relate to curriculum, instruction, school activities and class projects.
- Staff members are encouraged to develop classroom or home pages where classroom activities can be displayed, but individual students are not allowed to publish web pages.
- Personal home pages are not allowed on the District web site.
- All copyright laws must be observed. The use of copyrighted material without permission is prohibited.

Responsibilities of Web Page Authors:

- All web pages must be approved by a principal or administrator prior to publication.
- The systems administrator and/or appropriate designees must be made aware of the posting of web pages subsequent to principal or administrator approval. This latter step is necessary to insure that all pages are linked and posted properly.
- Each staff member who authors a web page will be given a password to allow posting to that page. This password must be a unique password and must be kept confidential.
- Web authors are responsible for keeping pages current, obtaining principal review prior to posting and contacting the system's administrator or designee when new pages are posted.

Student and Staff Safeguards:

- Credit given to products published on the web can include a student's first name only. In this way, students can receive recognition without compromising privacy.
- All materials credited as being developed by students of District 146 for publication on the District Web site must be accompanied by written permission from a legal guardian. This signed permission, which must be kept on file, must be obtained for each publication (photos or text) on the web.
- Names of District staff members (i.e. Mrs. Jones, Mrs. Doe) can be included on a web page as a part of a roster or class identifier (i.e. Mrs. Doe's class). Full names of staff members can be included on a District web page as part of a legal public document. Other than these instances, all identifiable references or credits given to other persons on any pages published on the District Web Site must be accompanied by permission.
- Other than first name for students, and the above guidelines for staff, no identifying information (i.e. last names, home addresses, names of family members, personal phone numbers) is allowed to be posted on the District 146 web site.
- Photographs published on the District 146 web site must contain a notice prohibiting copying of any photographs contained on District 146's web site.
- District 146 does not allow the publication of individual student photos on its web site. Class or group pictures are allowed as long as the photographs do not note individual names of students and where they are located in the picture. Class pictures should include at least three or more students. Photos of students must not include names.
- Staff pictures, home addresses, phone numbers or e-mail addresses of staff cannot be posted without permission of staff members.
- The contact person for any project posted on the web must be a certified District 146 staff member.

Technical Guidelines: All web pages must include links for ease of navigation, as follows:

- Each page of a staff web section must link back to that staff member's home page.
- The home page of a staff section of the District Web must link back to the main school page.
- Each main school page must link back to the District school homepage.