

Guidelines for Creating Staff and Department Web Pages

The purpose of the District 63 web site is to communicate and support the District's mission, vision, and educational goals. Schools and departments are encouraged to maintain web pages on the District website at <http://www.emsd63.org>. Staff members may voluntarily create and publish teacher web pages on their school's website provided that the material published is for educational purposes only and adheres to Board of Education policy 6:235 *Access to Electronic Networks, Guidelines for Acceptable Use of the District Computer System by Employees*, and the *District 63 Permission to Publish on the Internet* form (see attachments).

Also, adhere to the following guidelines when publishing on the website:

- All subject matter on web pages, including links to resources outside the District, should relate to curriculum, instruction, and school-authorized activities.
- All web pages must follow existing copyright laws pertaining to the use of text, images, sounds, and videos.
- Information on web pages must be checked regularly to ensure that information is accurate and current. Staff must post the date of the last update on their web page. Outdated pages (those that are more than four months old) whose originating author is no longer able or willing to update them may be removed.
- Web pages should be designed for clarity, easy navigation, and readability.
- In order to publish student images and/or projects, written consent to publish a student's photograph and first name should be obtained in advance from the student's parent or guardian and the student him/herself. A student's last name should not be published in conjunction with his or her photo on the web page (*Permission to Publish on the Internet* form).
- Group pictures in which individual students are identifiable are subject to the same guidelines as photos of individual students. Similar permissions are required for publishing student's original art or written work.
- Individual pictures of staff may be published only with the prior approval of the individual identifying the individual by first and last name (*Permission to Publish on the Internet* form).
- Links from any web pages on the District website are not permitted to any personal pages that the individual may have with other Internet Service Providers, or to personal matters including any political or religious affiliation or for commercial ventures and/or purposes.
- There will be no links to 'under construction' web pages created by the staff member.
- Staff web pages should be consistent with the framework of the school or department website. Any questions regarding content and appearance, contact your school administrator or the technology department.
- Large graphics and/or multiple graphic images should be kept to a minimum unless the individual staff member receives prior permission from the building administrator.

**EAST MAINE SCHOOL DISTRICT 63
WEB PUBLISHING GUIDELINES AGREEMENT**

Please complete the following information:

Staff Member Last Name: _____ First Name: _____

School/Department: _____

I have read and agree to abide by the East Maine School District 63 Web Publishing Guidelines. I understand that the District retains all rights to any material that is published on the District website at <http://www.emsd63.org>, and such material may be edited and/or deleted by the District Webmaster and/or Building Administrator at any time without any prior notice or approval by me. I also agree to keep confidential any usernames and/or passwords that I may have been given that allow access to the District website.

Staff Member's Signature: _____

Date: _____

Please return this completed form to the Technology Department at ESC. The original will be forwarded to the Personnel Department for inclusion in your permanent record file and a copy will be retained by the Technology Department.

East Maine School District 63

Permission to Publish on the Internet

I give permission for my photograph, picture and/or project to be published on the Internet on the East Maine School District 63 web site at

<http://www.emsd63.org>

I understand that only my first name will be used with the published photograph, picture, and/or project. My last name will not be used to help ensure my privacy.

Student's Name (please print)

Grade (2008- 2009)

School

Student's Signature

Date Signed

Parent's Signature

Date Signed

This signed form is effective for the 2008-2009 school year only.