

# Glenwood Community School District

## **World Wide Web Page Development Guidelines**

The availability of Internet access in all Glenwood Community School District schools provides an educational opportunity to contribute to the Glenwood Community School District's "Web page" on the World Wide Web. This electronic publication provides a means of two-way communication for the purposes of:

- sharing information with the Glenwood Community School District and the world about school curriculum and instruction, school-authorized activities, and other information relating to the Glenwood Community School District and its mission
- providing instructional resources for staff and students.

### **Page Development Access**

District staff members, as well as students working under the supervision of licensed teachers, may create Web pages to be considered for addition to the school/program Web site.

### **Responsibility**

- Web site coordinators are responsible for adding pages to their building/program home page that meet the guidelines for content and format.
- Individual staff members who author Web pages, and teachers supervising students who are authoring Web pages, are responsible for ensuring that their pages meet the guidelines for content and format specified in these guidelines and that all links are functional, up-to-date and linked correctly to their school/site pages.
- Building principals and program administrators are responsible for being knowledgeable about the content of their building/program Web page.
- Technology Personnel are responsible for ensuring that the District/Building web site is functioning properly. They will contact the appropriate individual/web site coordinator regarding any specific pages about which technical problems are noted.
- District/Building Administrators will have final authority for issues related to the content of all pages that are part of the District/Building Web site.

## Content Standards

*Subject Matter.* All subject matter on Glenwood Community School Web pages and their links must relate to curriculum and instruction, school-authorized activities, or information about the Glenwood Community School District or its mission. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Neither students, staff, nor other individuals may use the District/Building's Web pages to provide access to personal home pages.

*Quality.* All work must be free of any spelling or grammatical errors. Documents may not contain objectionable material or point directly to objectionable material (as defined by our Technology Guidelines Policy)

*Student Safeguards.* The District has chosen to establish these guidelines for publishing Web pages because of the undefined and worldwide nature of the Internet audience and an interest in protecting students.

- Documents may include only the first name and initial of a student's last name unless the student's parent or guardian has given written and dated permission to use a full name.
- Documents may not include a student's phone number or address or the names of other family members or friends.
- Published e-mail addresses are restricted to staff members or to a general group e-mail address whose arriving mail is forwarded to a staff member.
- No pictures of students (video or still) or audio clips will be published without permission from the student's parent or guardian as defined in our Technology Guideline's Policy.
- No original student work will be published without permission from the student's parent or guardian as defined in our Technology Guideline's Policy.

*School Board Policies.* All documents on the Glenwood Community School District/Building Web site must conform to School Board Policies and regulations as well as established school guidelines.

- Electronic transmission of materials is a form of copying. As specified in copyright policies, no unlawful copies of copyrighted materials may be knowingly produced on or transmitted via the District's equipment, including its Web server.
- Any links on District/Building Web pages to sites that are not specifically curriculum-related should be limited to information about other youth activities, agencies, or organizations that are known to be nonsectarian, exclusively devoted to community interests or child welfare, non-profit, and nondiscriminatory. Links may not include entities whose primary purpose is commercial advertising or political advertising.

- All communications via the District/Building Web pages will comply with district policy concerning offensive behavior. Behavior that is expressly prohibited by this policy includes religious, racial, sexual harassment, and violence.
- Any student information communicated via the District/Building Web pages will comply with district policy concerning the protection and privacy of student records.
- Any deliberate tampering with or misuse of District/Building network services or equipment will be considered vandalism and will be handled in accordance with the current Technology Guideline's Policy.

*Technical Standards.* In the interest of maintaining a consistent identity, professional appearance, and ease of use and maintenance, technical standards are established for all Glenwood Community School District/Building Web pages. Some general technical guidelines include the following:

- The District/Building Web server is located in the High School and Middle School, with access through the building's network.
- Preparation of all Web documents should be created in an off-line environment. When completed, pages that meet the guidelines for content, technical organization, and structure outlined in this policy will be uploaded and linked to District/Building Web pages.
- The individual staff member developing Web pages and individual teachers supervising students who are developing pages will edit the pages, test the pages for accurate links, ensure that the pages meet the standards for content and for technical organization and structure, and assume responsibility for updating the links as needed.
- Because students may send and receive e-mail only from certain designated computers and through pre-arranged accounts handled separately from other network resources, District/Building created Web pages may not contain any "hot" student e-mail address links, survey-response links, or other direct-response content. Links may be made to staff e-mail addresses only.
- The Technology Coordinator and the building person(s) responsible for coordinating the school's Web pages will determine directory structure.
- Final decisions about access to School/Site Web pages for editing purposes will be coordinated with the Technology Personnel. Staff members and students approved for access will be added to the Webmasters Group on the network and they will be required to keep their password confidential.

- Each web page added to the District/Building web site must contain certain common elements:
  1. At the bottom of the page, there must be the date of the last update of the page and the name or initials of the person(s) responsible for the page or the update.
  2. At the bottom of the page, there must a link that returns the user to the appropriate points in the District/Building pages. This would normally be a return to the District/Building home page.
  3. HTML files are used; HTML editors or word processor programs that save as HTML files may be used. Frontpage will be the primary web page editor.
  4. Care should be used in creating extensive files with tiled backgrounds, large graphics, or unusual or dark color combinations. These files can take a long time to download, frustrating users and slowing down the server. Try to keep the load time within 30 seconds for the home page.
  5. The authorized teacher who is publishing a final web page will edit, test the document for accurate links, and ensure that the page meets the content standards listed above. In addition, the teacher will assume responsibility for updating the links as needed.
  6. Pages may not contain links to other pages that are not yet completed unless linked page contains information that states "is currently under construction", etc.
  7. Pages must be checked/updated once a month to eliminate all dead links.
  8. All Web pages must refer to the Glenwood Community School District somewhere on the page.

These guidelines will be evaluated and updated as needed in response to the changing nature of technology and its applications in the Glenwood Community School District.