

Zionsville Community Schools Website Guidelines and Regulations Policy

- 1) LINKS:** A link to the ZCS Disclaimer (<http://cms.zcs.k12.in.us/sites/default/files/Documents/websitedisclaimer.pdf>) must be on all pages containing links to any outside server. No links may be made to any site that would be deemed in violation of Zionsville Community School's Acceptable Use Policy.
- 2) STUDENT WORK AND PHOTOS:** Student work or photos may not be placed on any webpage unless the Internet Photo and Information Release form has been signed by the parent. This includes individual students that are in a group photo. If the form has been signed, photos may be placed on the website, but in no case should the student photo be identified by their last name excluding athletics as the athletic consent/release form clearly states:
I/We authorize the athletic department to publicize the achievement of the undersigned student, including the undersigned student's name and likeness to media sources and on the school/athletic department website.
- 3) PERSONAL INFORMATION:** Personal information about students should not be on the ZCS website. Personal information about staff members may only be used with their permission.
- 4) STUDENT CONTACT INFORMATION.** No student may be identified by email address, phone number, or mailing address. Information regarding the location of an individual student may not be included.
- 5) FACULTY PAGES:** Announced on 6/5/2010 regarding the Use of ANGEL in Zionsville Schools ANGEL is the default course and instructional communication vehicle and repository for the Zionsville Community Schools. Best practices in using ANGEL are evolving quickly, with many skilled users already pressing the envelope of this important tool's capacity. Expectations for our use of ANGEL and other technological tools in the work with 21st century learners are increasing, too. Basic expectations will include use of ANGEL to facilitate the instructional process and communication.
- 6) OFFICIAL CLUBS::** Official school clubs and organizations may have webpages or websites, but they must reside on the corporation website. Clubs may not include links to outside pages without permission from the building or corporation webmaster.

- 7) **UNOFFICIAL CLUBS:** Unofficial clubs and organizations may not have their webpages on the corporation server, but they may be linked to from the district website provided their website is in accordance with this policy. Clubs may not include links to outside pages without permission from the corporation webmaster.
- 8) **BUSINESSES:** Businesses in partnership with Zionsville Community Schools will be acknowledged, but web pages will not provide direct links to commercial pages unless approved by the corporation webmaster.
- 9) **SCHOOL WEBSITES:** Building Principals are ultimately responsible for the content on their school's website.
- 10) **BUILDING WEBMASTER RESPONSIBILITIES:** 1) Screen all material before publication, 2) Check all links for accuracy and appropriateness, 3) Update school webpage, 4) Purge outdated information or pages.
- 11) **TEACHER OR STUDENT SPONSOR RESPONSIBILITIES:** 1) Instruct students on proper use and guidelines before students create webpages, 2) ensure that student webpages are educationally sound, 3) screen student webpages to ensure they adhere to district goals and meet guidelines in this policy.
- 12) **COPYRIGHT INFORMATION:** Teachers and students are allowed to make fair use of materials for instructional purposes. In addition to use for educational purposes, fair use means that income is not deprived from the publisher or author nor gained by the student or teacher. Images and text that are clearly not "public domain" and available for free use should not be used without permission from the author or artist.
- 13) **NEWSLETTERS AND NEWSPAPERS:** School newspapers and official school newsletters may be posted to the school or district website, providing they conform to the guidelines of this policy. Students and staff may be identified by first and last name provided, in the case of a student, that no photo is linked to the name. Club or classroom newsletters published on the school website must be screened by the sponsoring staff member.
- 14) **STYLE:** Any website accessible from the ZCS corporation website must be of a style acceptable to the superintendent or corporation webmaster.