

POLICY

2006

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PERSONNEL

SUBJECT: USE OF DISTRICT WEB SITE

No personal or other identifiable information about students may be posted. Personal information includes a student's last name, names of family members, address, telephone number, e-mail address or individual photographs. Group photographs that do not identify individual students are permitted.

For middle and high school students, with the approval of an administrator, for events or announcements of special significance, last names may be posted.

Publication on the World Wide Web is significant. Student work published on the Web has a global audience. It is important that such work reflect the best efforts of Massena Central School District students.

Published student work must adhere to the following guidelines:

- All content and external links must be curriculum related and current.
- All work should be original. Quotations and images from other documents must be attributed.
- Copyrighted clip art should be avoided. Students should be encouraged to create their own art or take digital photographs.
- All work should be edited for correct spelling and grammar.
- E-mail links to personal student accounts are not permitted. All e-mail links must be to public class accounts.
- Students must agree to publication of their work.
- All web published work must adhere to District policies and regulations regarding student publications.

Students shall not have direct access to web publications. It is the teacher's responsibility to review student work and post it on the web site. Student work should be current.

Faculty and staff web pages are to be used to share professional, classroom and curriculum information. They may not be used for commercial purposes. Faculty web folders, unlike faculty H:/ drives, are not private and, on occasion, may be viewed or edited by school or district webmasters.

Whenever a web site is updated, the new or updated URL should be e-mailed to the district webmaster, the principal or designated building administrator and the school webmaster.

Adopted: 2/13/06