

**ACCEPTABLE USE OF TECHNOLOGY AND ELECTRONIC INFORMATION RESOURCES**

Students and staff members are authorized to use District equipment to access the internet or other online services in accordance with Board policy, the user obligations and responsibilities specified in this administrative regulation, and as listed in the corresponding Acceptable Use Agreement.

Each student and staff member who is issued an online services account is responsible for its proper use at all times. Students and staff members shall keep personal account identifications and passwords private and shall only use the account to which they have been assigned. It is a crime to knowingly and without consent to credibly impersonate another person through or on an Internet Web site or by other electronic means for purposes of harming, intimidating, threatening, or defrauding another person. This includes opening an email account or an account or profile on a social networking Internet Web site in another person's name (Penal Code Section 528.5). Students and staff members shall use the District's computer system safely, responsibly, and primarily for educational purposes.

**I. ACCEPTABLE USE**

Technology use is a privilege, not a right. Use of technology and electronic information resources must be in support of and consistent with the educational objectives of the District.

**A. Acceptable use of technology and electronic information resources for students include:**

1. Communication in support of research and learning.
2. Access and exploration of appropriate information and resources.
3. Work on District-related responsibilities and projects, class assignments, or unit/lesson plans.
4. Publishing Internet sites and pages in accordance with District Guidelines provided by the classroom teacher.
5. Collaboration with other students and District staff members.

**B. Unacceptable use of technology and electronic information resources for students include:**

1. Use for any illegal purpose.
2. Use for financial gain or for commercial, political, and/or personal use unrelated to an educational purpose.
3. Use involving impolite, inappropriate, abusive, dangerous, or obscene language.
4. Use involving accessing and/or changing computer files that do not belong to the user and/or interfering with the normal functioning devices, computer systems, or computer networks.

Fullerton Joint Union High School District  
**AR 6163(b)**

5. Use involving sending, receiving, or copying copyrighted material without permission.
  6. Use involving cheating or plagiarizing.
  7. Use involving a device or software that captures or monitors others' computer use.
  8. Use that violates the privacy rights of others.
  9. Use that violates the rules of common sense or etiquette.
  10. Use that accesses restricted information, harmful matter, obscene, profane, or otherwise inappropriate material.
  11. Use which results in vandalism of property.
  12. Use which results in harassment of others, including, but not limited to, defamatory statements aimed at a person's gender, age, disability, sexual orientation, ethnicity, religion, or political beliefs.
  13. Use that compromises the security of the operating equipment and/or software.
  14. Use of file-sharing programs without administrative approval.
  15. Use which intentionally uploads, downloads, or creates computer viruses and/or maliciously attempts to harm or destroy District equipment or materials or manipulate the data of any other user, including so-called "hacking."
  16. Use which attempts to interfere with other users' ability to send or receive email, attempts to read, delete, copy, modify, or use another individual's identity.
  17. Damaging or theft of devices, computer systems, or computer networks.
  18. Saving inappropriate files, such as, music, movies, video games, or any other copyrighted material, to the system for unauthorized use.
- C. Acceptable use of technology and electronic information resources for staff members include:
1. Communication in support of research and learning.
  2. Access and exploration of appropriate information and resources.
  3. Work on District-related responsibilities and projects, class assignments, or unit/lesson plans.
  4. Publishing Internet sites and pages in accordance with District Guidelines.
  5. Collaboration with students and other District staff members.
- D. Unacceptable use of technology and electronic information resources for staff members include:
1. Use for personal purposes that interfere with the completion of job responsibilities.
  2. Use for any illegal purpose and/or unethical behavior.
  3. Use for financial gain or for commercial and/or political use unrelated to an educational purpose.
  4. Use involving impolite, inappropriate, abusive, dangerous, or obscene language.

5. Use involving accessing and/or changing computer files that do not belong to the user.
6. Use involving sending, receiving, or copying copyrighted material without permission.
7. Use involving cheating or plagiarizing.
8. Use involving a device or software that captures or monitors others' computer use, unless specifically identified by site administrator as necessary to perform job-related duties.
9. Use that violates the rights of privacy of others.
10. Use that violates the rules of common sense or etiquette.
11. Use that accesses restricted information, harmful matter, obscene, profane, or otherwise inappropriate material.
12. Use that results in vandalism of property.
13. Use that results in harassment of others, including, but not limited to, defamatory statements aimed at a person's gender, age, disability, sexual orientation, ethnicity, religion, or political beliefs.
14. Use that compromises the security of operating equipment and/or software.
15. Use of file-sharing programs without administrative approval.
16. Use which intentionally uploads, downloads, or creates computer viruses and/or maliciously attempts to harm or destroy District equipment or materials or manipulate the data of any other user, including so-called "hacking."
17. Use which attempts to interfere with other users' ability to send or receive email, attempts to read, delete, copy, modify, or use another individual's identity.
18. Saving inappropriate files, such as, music, movies, video games, or any other copyrighted material, to the system for unauthorized use.

## II. INAPPROPRIATE MATERIALS

The District does not have control of the information that resides on the Internet. Some information may contain harmful matter, be inaccurate, obscene, profane, illegal, or otherwise inappropriate for educational purposes. The District does not condone or permit the use of such materials in the school environment, and to the extent possible, will restrict student access to such information.

Students and staff members shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs (E-rate: 47 USC 254, No Child Left Behind: 20 USC 6751-6777).

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors (Penal Code 313).

### III. REASONABLE SUPERVISION

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced (E-rate: 47 USC 254, No Child Left Behind: 20 USC 6751-6777).

The Superintendent and Board of Trustees desires to protect students from access to inappropriate matter on the Internet. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. The Superintendent or designee shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

Student and staff member use of District computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on District computers with Internet access.

In order to match electronic information resources as closely as possible to the approved District curriculum, District staff members will make an effort to identify, review, and evaluate electronic information resources. While students may be able to move beyond those resources to others that have not been evaluated by staff members, students shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students will also be provided instruction on how to find and evaluate electronic resources that are appropriate for the lesson objective.

In addition, as a way to enhance students' learning, the District has made available educational resources that may be accessed through the District and school Web sites. Parents/guardians bear full responsibility for providing proper guidance and supervision of the student whenever the student accesses these educational resources through the District and/or school Web sites while on or off campus.

The Superintendent or designee shall provide age-appropriate instruction regarding the District's acceptable use agreement, including instruction on the safe use of social networking sites and other Internet services including, but not limited to, the dangers of posting personal information online, misrepresentation by online predators, and how to report inappropriate or offensive content or threats. The safety and security of minors when using email, chat rooms, and other forms of direct electronic communication requires that the District Acceptable Use of Technology Policy (AUP) Agreement include reference to acceptable interaction on social networking Web sites and cyber bullying awareness and response. (Broadband Data Improvement Act: P.L. 110-385; E-rate: 47 USC 254)

### IV. CONSEQUENCES THAT RESULT FROM UNACCEPTABLE USE OF TECHNOLOGY AND ELECTRONIC INFORMATION RESOURCES

Access to technology and electronic information resources, including the Internet and email, is a privilege, not a right. Failure to abide by the guidelines set forth in this regulation may result in any or all of the following actions.

**Students:**

- Parent conference
- Suspension and/or termination of computer-use privileges and/or e-mail and Internet access
- A zero grade on related assignments and/or removal from the course
- Suspension and/or expulsion from school
- Referral to law enforcement authorities
- Legal action to recover damages and penalties
- Other appropriate consequences

Whenever a student is found to have violated Board Policy, Administrative Regulation, or the District's Acceptable use Agreement, the Principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the District's technological resources, as appropriate.

**Staff Members:**

- Referral to supervisor
- Conference with supervisor
- Referral to law enforcement authorities
- Legal action to recover damages and penalties
- Progressive discipline in accordance with relevant Board policies, legal statutes, agreements with employee organizations, and/or evaluation process, which may result in dismissal.
- Revocation of privilege to use electronic information resources
- Other appropriate consequences

Whenever a staff member is found to have violated Board Policy, Administrative Regulation, or the District's Acceptable Use Agreement, user privileges or increased supervision of the staff member's use of the District's technological resources may be imposed, as appropriate.

**V. COMMUNICATION OVER NETWORKS IS NOT PRIVATE**

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Routine maintenance and monitoring of computer and Internet systems will occur. In addition, the District reserves the right to conduct individualized searches of a user's actions on the network or District equipment if there is reasonable suspicion that a law, District policy, guideline, or rule has been violated.

**VI. CHILDREN'S ONLINE PRIVACY PROTECTION ACT**

The Children's Online Privacy Protection Act (15 USC 6501-6506) prohibits Web site operators from collecting or disclosing information from a child under age 13 years without verifiable parental consent. Although many District students are over the age of 13 years of age, the District policy is to adhere to the same provision for all District students. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students and staff members may not disclose such information by other means to individuals contacted through the Internet without the permission of the student's parent/guardian. Personal information includes the student's name, address, telephone number, Social Security number, or other personally-identifiable information.

**VII. STUDENT AND PARENT/GUARDIAN ACKNOWLEDGMENT OF GUIDELINES GOVERNING ACCEPTABLE USE OF TECHNOLOGY AND ELECTRONIC INFORMATION RESOURCES**

Each student and parent/guardian will be provided with a summary of the Board policy governing use of technology and access to electronic resources. The student and their parent or legal guardian will sign and return the Acceptable Use Agreement form if access to electronic information resources is desired. The parent/guardian shall agree to not hold the District responsible for materials acquired by the student on the system, for violations of copyright restrictions, user's mistakes or negligence, or any costs incurred by users.

**VIII. STAFF MEMBER ACKNOWLEDGMENT OF GUIDELINES GOVERNING ACCEPTABLE USE OF TECHNOLOGY AND ELECTRONIC INFORMATION RESOURCES**

Each staff member will be provided with a summary of the Board policy governing the use of technology and access to electronic resources. All staff members are to read the guidelines governing acceptable use of technology and electronic information resources in the Fullerton Joint Union High School District and agree to comply with the stated rules and the District's Internet Publishing Guidelines. Staff members may not hold the District responsible for materials acquired on the system, for violations of copyright restrictions, mistakes or negligence, or any costs incurred by the staff member. Staff members also agree to report to the system administrator any abnormality in the computer system as soon as it is observed.

**IX. REGULAR REVIEW OF ACCEPTABLE USE OF TECHNOLOGY AND ELECTRONIC INFORMATION RESOURCES POLICIES AND REGULATIONS**

The Superintendent or designee, with input from appropriate staff, shall regularly review this administrative regulation, and other relevant procedures, to help ensure that the District adapts to changing technologies and circumstances.

Regulation approved: August 18, 1998; July 6, 1999; September 12, 2001; September 6, 2005; August 19, 2008; September 19, 2011, June 23, 2015.

Fullerton Joint Union High School District  
**AR 6163(h)**

**PLEASE READ THIS DOCUMENT CAREFULLY ACCEPTABLE USE OF TECHNOLOGY Policy (AUP) STUDENT**

Dear Parent or Guardian:

The Fullerton Joint Union High School District (District) is pleased to offer students of \_\_\_\_\_ High School access to electronic information resources such as the Internet and/or electronic mail (email.) Please review the following information closely.

Access to email and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain harmful matter, be inaccurate, obscene, profane, illegal, or otherwise inappropriate for educational purposes. *While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.* Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic information sources.

**ACCEPTABLE USE OF TECHNOLOGY AGREEMENT FORM**

**TECHNOLOGY IS A PRIVILEGE, NOT A RIGHT, AND INAPPROPRIATE USE WILL RESULT IN CANCELLATION OF THE PRIVILEGE.**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The safety and security of minors when accessing electronic mail, media, chat rooms, or any other forms of electronic communication must be protected by law. No sharing of personal information is to occur. Signature of this AUP includes authorization for Google Apps for Education (GAFE) (AR6163.1), unless the parent/guardian has submitted the GAFE opt-out form.

Acceptable use of technology and electronic information resources includes:

- Communication in support of research and learning with the educational goals and objectives of the District.
- Access and exploration of appropriate information and resources.
- Work on District-related responsibilities and projects, class assignments, or unit/lesson plans.
- Publishing Internet sites and pages in accordance with District Guidelines provided by the classroom teacher.

Unacceptable use of technology and electronic information resources includes:

- Use for any illegal purpose.
- Use for financial gain or for commercial, political, and/or personal use unrelated to an educational purpose.
- Use involving impolite, inappropriate, abusive, dangerous, or obscene language.
- Use involving accessing and/or changing computer files that do not belong to the user and/or interfering with the normal functioning devices, computer systems or networks.
- Use involving sending, receiving, or copying copyrighted material without permission.
- Use involving cheating or plagiarizing.
- Use involving a device or software that captures or monitors others' computer use.
- Use that violates the rights of privacy of others.
- Use that violates the rules of common sense or etiquette.
- Use that accesses restricted information, harmful matter, obscene, profane, or otherwise inappropriate material.
- Use that results in vandalism of property.
- Use that results in harassment or bullying of others, including, but not limited to, defamatory statements aimed at a person's gender, age, disability, sexual orientation, ethnicity, religion, or political beliefs.
- Use that compromises the security of the operating equipment and/or software.
- Use of file-sharing programs without administrative approval.
- Use which intentionally uploads, downloads, or creates computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of any other user, including so-called "hacking."
- Use which attempts to interfere with other users' ability to send or receive email, attempts to read, delete, copy, modify, or use another individual's identity.
- Saving of copyrighted materials for unauthorized use; such as, music, movies, or videogames.

Because the use of technology and electronic information resources is a privilege, not a right, the student is expected to respect the importance of acceptable use. As determined by the site administrator, students found to have engaged in unacceptable use will be subject to any or all of the following:

- Parent conference
- Suspension and/or termination of computer-use privileges and/or e-mail and Internet access
- A zero grade on related assignments and/or removal from the course
- **Suspension and/or expulsion from school**
- Referral to law enforcement authorities
- Legal action to recover damages and penalties
- Other appropriate consequences

Files and communications are reviewed to maintain system integrity and ensure that users are using the system responsibly. The District reserves the right to conduct individualized searches of a user's actions on the network if there is reasonable suspicion that a law or rule has been violated. By law, all email messages originating from all users in the District are saved for three years.

<b><i>I have read and agree to comply with the above-stated rules.</i></b>		<b><i>Date:</i></b>	
<b><i>Student Name (please print)</i></b>		<b><i>Student Signature</i></b>	
<b><i>I have read and understand the guidelines governing acceptable use of technology and electronic information resources in the District and acknowledge and understand that appropriate use of the Internet and electronic resources is the responsibility of the student and parent/guardian. Signature of this form also authorizes use of GAFE.) I agree not to hold the District responsible for materials acquired by the student on the system, for violations of copyright restrictions, user's mistakes or negligence, or any costs incurred by users.</i></b>			
<b><i>Parent Name (please print)</i></b>		<b><i>Parent Signature</i></b>	

06/23/2015



## ACCEPTABLE USE OF TECHNOLOGY POLICY (AUP)

EMPLOYEE – PLEASE READ THIS DOCUMENT CAREFULLY

Print Name \_\_\_\_\_

Site \_\_\_\_\_

### ACCEPTABLE USE OF TECHNOLOGY AND ELECTRONIC INFORMATION RESOURCES AGREEMENT

**TECHNOLOGY USE IS A PRIVILEGE, NOT A RIGHT.** Technology is used in the Fullerton Joint Union High School District (District) to support student learning, enhance instructional programs, manage resources, and facilitate staff members' work. Computer networks allow staff members to communicate with other computer users and access electronic information resources such as the Internet. To the extent that the use of technology and electronic information resources serves the educational needs of staff members and students, supports instructional programs, manages resources, and facilitates staff members' work, the District believes strongly in the importance of such technology, but technology use is a privilege, not a right. It is, therefore, expected that system users will act in a responsible, efficient, and legal manner at all times. The safety and security of minors when accessing electronic mail, media, chat rooms, or any other forms of electronic communication must be protected by law. No sharing of personal information is to occur. Board Policy and Administrative Regulation 6163 define the following acceptable and unacceptable uses: Signature of this AUP includes authorization for Google Apps for Education (GAPE) (AR6163.1)

#### Acceptable use of technology and electronic information resources includes:

- Communication in support of research and learning.
- Access and exploration of appropriate information and resources.
- Work on District-related responsibilities and projects, class assignments, or unit/lesson plans.
- Publishing Internet sites and pages in accordance with District Guidelines.

#### Unacceptable use of technology and electronic information resources include:

- Use for personal purposes that interfere with the completion of job responsibilities.
- Use for any illegal purpose and/or unethical behavior.
- Use for financial gain or for commercial and/or political use unrelated to an educational purpose.
- Use involving impolite, inappropriate, abusive, dangerous, or obscene language.
- Use involving accessing and/or changing computer files that do not belong to the user.
- Use involving sending, receiving, or copying copyrighted material without permission.
- Use involving cheating or plagiarizing.
- Use involving a device or software that captures or monitors others' computer use.
- Use that violates the rights of privacy of others, including, but not limited to: forwarding or use of "reply all" email, which results in disclosure of private email addresses to others; and the use of query functions to gather private student and/or parent information to supply to non-authorized persons.
- Use that violates the rules of common sense or etiquette.
- Use that accesses restricted information, harmful matter, obscene, profane, or otherwise inappropriate material.
- Use that results in vandalism of property.
- Use that results in harassment of others, including, but not limited to, defamatory statements aimed at a person's gender, age, disability, sexual orientation, ethnicity, religion, or political beliefs.
- Use that compromises the security of operating equipment and/or software.
- Use of file-sharing programs without administrative approval.
- Use which intentionally uploads, downloads, or creates computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of any other user, including so-called "hacking."
- Use which attempts to interfere with other users' ability to send or receive email, attempts to read, delete, copy, modify, or use another individual's identity.
- Saving of copyrighted materials for unauthorized use; such as, music, movies, or video games.

#### Staff members found to have engaged in unacceptable use may be subject to any or all of the following:

- Referral to supervisor
- Conference with supervisor
- Referral to law enforcement agencies
- Legal action to recover damages and penalties
- **Progressive discipline in accordance with relevant Board Policies, legal statutes, agreements with employee organizations, and/or evaluation process, which may result in dismissal**
- Revocation of privilege to use electronic information resources
- Other appropriate consequences that may result in the District reporting staff member actions to the State Commission on Teacher Credentialing, when appropriate.
- Progressive discipline up to and including dismissal.

Files and communications are reviewed to maintain system integrity and ensure that users are using the system responsibly. The District reserves the right to conduct individualized searches of a user's actions on the network if there is reasonable suspicion that a law or rule has been violated. By law, all email messages originating from all users in the District are saved for three years.

*I have read, understand, agree to comply with, and have received a copy of the guidelines governing acceptable use of technology and electronic information resources in the District. I also agree to comply with the District's Internet Publishing Guidelines, as printed on the reverse side of this agreement. I will not hold the District responsible for materials acquired on the system, for violations of copyright restrictions, mistakes or negligence, or any costs incurred by me. I also agree to report to the system administrator any abnormality in the computer system as soon as it is observed. Signature of this form also authorizes use of GAPE. I understand that a copy of this agreement will be placed in my personnel file.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Original-On file in Human Resources

Internet Publishing Guidelines  
Rev. 6/23/2015

Copy-Employee

## Fullerton Joint Union High School District AR 6163(j)

The Internet allows District staff members to post information and messages that can be seen in a matter of seconds all over the world. The Internet thus provides opportunities to support student learning, enhance instructional programs, facilitate communication among the District's parents/guardians and community members, and promote school programs and successes. With this in mind, District staff members wishing to develop and post Web sites must adhere to the following Internet Publishing Guidelines that were endorsed by the District's Administrative Council and approved by the Superintendent on August 11, 2008. In addition, all District staff members must adhere to Board Policy 6163 regarding the Acceptable Use of Technology and Electronic Information Resources when developing Web sites. For the purpose of implementing the Guidelines, a "Web site" is defined as a place or location on the Internet with a unique address, made up of Web pages. A Web site shall refer to specific District, school, academic department and courses, school clubs and organizations, and/or teacher's information. A Web page shall refer to specific information directly connected to and accessed through each Web site. A home page is the main page of a Web site.

### Guiding Principles

- **Approval Process:** Approval prior to the development of Web sites and pages is required. All Web pages and Web page links that use the school's name or are hosted on the school/District server must be approved by the Principal/designee.
- **Educational Value:** All published materials must have an educational value and support the District's Board Policies, Administrative Regulations, goals, and standard operational practices. District resources (server disk space, bandwidth) cannot be used to publish personal information of staff members or students. Examples of "personal pages" include any type of page which promotes commerce or business, professional organizations or hobby groups, family Web pages, or personal resumes.
- **Protect Privacy:** At no time shall personal and confidential information of a student or staff member (home address, email address, phone number, grades, etc.) appear on Web pages.
- **Student Safety:** To ensure student safety, only the student's first name may appear on the same page with the student's picture. Last names and pictures of students may be published only with written parent/guardian permission and follow all provisions of the Children's Online Privacy Protection Act (15 USC 6501-6506).
- **Copyright Laws:** The sponsoring District staff member who authors the Web site or Web pages shall ensure compliance with all copyright laws.
- **Content Monitoring:** The sponsoring District staff member shall regularly review the Web site and pages to monitor appropriateness, quality, and educational value. The District reserves the right to review Web pages to ensure compliance with the District's guidelines and may require modification or deletion should Web pages not adhere to these guidelines. The sponsoring District staff member shall provide the principal or designee with access to the Web site upon request.
- **Content Filter:** All District Web pages and links to other active Web sites and search engines may only be accessed through the content filter housed at the Orange County Department of Education, which filters out inappropriate Web sites.
- **Security:** File Transfer Protocol (FTP) access codes shall not be provided to students. FTP access codes shall be confidential and may be issued only if requested by the Principal for staff member use only. Security passwords may be required when students are working on a specially assigned school project. Temporary passwords will be issued to the students for the duration of the project only.

### Web Site Guidelines

- **Professional Appearance:** All Web pages should have correct grammar and spelling, be easily read, and have a professional appearance.
- **Active Links:** Web sites may not link directly to chat rooms. As the Web is a dynamic resource, links to pre-existing sites should be checked regularly to ensure that District-sponsored sites are not linked to sites that do not meet the District's Acceptable Use of Technology Policy (BP 6163).
- **Educational Resources:** The guidelines for selecting instructional materials as outlined in Board Policy and Administrative Regulation 6711 must be followed when Web sites are linked to reference materials and daily news/current events resources.
- **File Size:** The Principal/designee shall determine the maximum size of Web sites, taking into consideration Web server storage space and varying network speeds.
- **Web Site Host Server:** Web sites may be hosted by an approved Web hosting agency at the Education Center or at the school as determined by the Principal/designee.

### Web Page Guidelines

- **Loading Speed:** All Web pages should load quickly to facilitate use. The use of pictures and animation should be limited.
- **Standard Features:** The date of last revision, path back to home page, name of staff member author(s), and school telephone number to contact author should be standard features of all Web sites.
- **Navigational Links:** Each Web page should contain navigational clues and clear links to the Web site's home page as a way to assist users finding their way around the Web site.
- **Disclaimer:** All Web sites should make reference to these Guidelines. The disclaimer is designed to inform the reader that the author has attempted to maintain the highest publishing standards.
- **Page Layout:** All pages of the Web site should have a similar appearance. Graphics should be balanced with text.

June 23, 2015

### Internet Publishing Guidelines for Non-school Web Sites Linked to School or District Web Sites

The Internet allows District staff members and community members to post information and messages that can be seen in a matter of seconds all over the world. The Internet thus provides opportunities to support student learning, enhance instructional programs, facilitate communication among the District's parents/guardians and community members, and promote school programs and successes. The Internet provides opportunities to provide information and communicate additional information through non-school Web sites linked to school or District Web sites. With this in mind, District staff members or community members wishing to develop and post Web sites to be linked to the school or District Web sites must adhere to the following Internet Publishing Guidelines that were endorsed by the District's Administrative Council and approved by the Superintendent on March 22, 2010. In addition, all District staff members and community members must adhere to Board Policy 6163 regarding the Acceptable Use of Technology and Electronic Information Resources when developing Web sites. For the purpose of implementing the Guidelines, a "Web site" is defined as a place or location on the Internet with a unique address, made up of Web pages. A Web site shall refer to specific District, school, academic department and courses, school clubs and organizations, and/or teacher's information. A Web page shall refer to specific information directly connected to and accessed through each Web site. A home page is the main page of a Web site.

Along with all guidelines listed on the Internet Publishing Guidelines, non-school Web site creators requesting to be linked to the school or District Web sites must:

1. **Request permission from the site principal for access to the school Web sites or the Director of Administrative Services for the District Web site.** The request must be submitted in writing identifying the proposed URL Web address. The Principal or Director has the discretion to determine the acceptability and rationale for allowing the link to be connected to the school or District Web site.
2. The Principal or Director has the responsibility to periodically review the content of the non-school Web site and may, without prior notice or responsibility for possible cost incurred, disconnect the non-school Web site from the school/District Web site at any time should the Principal or Director determine that any one of the Internet Publishing Guidelines has been violated.
3. The linked Web site must have an educational value and support the District's Board Policies, Administrative Regulations, goals, and standard operational practices. District resources cannot be used to publish personal information of staff members or students. Examples of "personal pages" include any type of page which promotes commerce or business, professional organizations or hobby groups, family Web pages, or personal resumes.
4. The linked Web site at no time shall provide personal and confidential information of a student or staff member (home address, email address, phone number, grade level, etc.). To ensure student safety, only the student's first name may appear on the same page with the student's picture. Last names and pictures of students **may be published only with written parent/guardian permission and follow all provisions of the Children's Online Privacy Protection Act. (15 USC 6501-6506).**
5. **If you are requesting a link to a School Site Web site, return this completed form to the Principal. If you are requesting a link to the District Web site, return this completed form to the Director of Administrative Services.**

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*I have read and agree to comply with the above-stated rules.*

*Date:* \_\_\_\_\_

*Name (please print):* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*URL Web site address:* \_\_\_\_\_

*Contact phone number:* \_\_\_\_\_

*Organization name:* \_\_\_\_\_

*I have read and understand the guidelines governing acceptable use of technology and electronic information resources in the District and acknowledge and understand that appropriate use of the Internet and electronic resources is the responsibility of the person and representative group named above. I agree not to hold the District responsible for violations of copyright restrictions, user's mistakes or negligence, or any costs incurred by users.*