

# GUIDELINES FOR WEB PAGE DESIGN

The guidelines listed below are in addition to ISD 318's Acceptable Use of Electronic Technology Policy and reflect State of Minnesota Statutes and The Department of Education rules.

## STUDENT NAMES AND PHOTOS:

- **First name only is preferred for student names. Names may not be used unless written permission has been obtained from parents/guardian**
- Exceptions:
  - Athletics - follow MSHSL statutes for disclosure of information about athletics to the public. The following information can be disclosed:
    - First and last names
    - Team information, athletic statistics and performance, physical attributes
  - Awards - first and last names can be used for academic and co-curricular awards and recognition.
- **Personal contact information may not be posted on the web site. Web pages will not contain the address or phone number of students.**
- Student e-mail addresses are not to be published on web sites. Only staff and general group e-mail addresses may be published.

## POSTING RULES:

- Personal and non-educationally related information is not allowed on the web site.
- Inappropriate and questionable content will be pulled off the District's web site.
- Teachers and staff are responsible for maintaining their building/class pages on a regular basis.
- The web page shall not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained.
- Buildings, departments or classes shall retain a backup of their web pages.
- **All web sites and/or web pages must be approved by a Building Technology Committee representative, a classroom teacher working on a project, or by Administrative staff.**
- Student and staff personal home pages will not be hosted or linked to the District web page.
- Make it clear to users when they are leaving the District site, that is, make external links explicit. (Example: by clicking here you will be leaving the District web page.)
- Students may create web pages as part of a class activity with teacher supervision. Material presented must meet the educational objectives of the class activity. Removal of material that doesn't meet guidelines will not be considered a violation of the student's right to free speech.

## CONSEQUENCES:

- Infractions of the provisions set forth in these guidelines may result in suspension or termination of the web site/web pages, loss of access privileges and/or appropriate disciplinary action and/or monetary fees.
- Activities in violation of state and federal statutes will be subject to prosecution by those authorities.