

## **IIBGB Web Pages**

LINCOLN COUNTY SCHOOL  
DISTRICT

Code: **IIBGB**  
Adopted: 11/13/01  
Revised/Readopted: 7/9/02  
Orig. Code(s): R6300

### **Web Pages**

#### **District Web Site**

1. The district may establish a web site. Material appropriate for placement on the district web site includes: district information, school information, teacher or class information, student projects and student extracurricular organization information. Personal, non-educationally-related information will not be allowed on the district web site
2. The superintendent may designate a district webmaster, responsible for maintaining the official district web site and monitoring all district web activity. The webmaster will develop style and content guidelines for official district and school web materials and develop procedure for the placement and removal of such material. All official district material originating from the district posted on the district web site must be approved through a process established by the district webmaster.

#### **School Web Pages**

The building administrator may designate a school web publisher, responsible for managing the school web site and monitoring class, teacher, student and extracurricular web pages. All official material originating from the school will be consistent with the district style and content guidelines and approved through a process established by the school web publisher. The school web publisher will develop additional guidelines for the school web site.

#### **Teacher Web Pages**

Teachers may establish web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher web pages will not be considered official material, but will be developed in such a manner as to reflect well upon the district and school.

#### **Staff Web Pages**

Staff may develop web pages that provide a resource for others. Staff will be responsible for maintaining their resource sites. Staff web pages will not be considered official material, but will be developed in a manner as to reflect well upon the district.

#### **Student Web Pages**

1. Students may create a web site as part of a class activity. Material presented on a student class activity web site must meet the educational objectives of the class activity.
2. With the approval of the building principal or web publisher, students may establish personal web pages. Material presented in the student's personal web site must be related to the student's educational and career preparation activities.
3. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the district's acceptable use policy or student disciplinary code. However, student material may not be removed on the basis of disagreement with the views expressed by the student.
4. Student web pages must include the following notice: "This is a student web page. Opinions expressed on this page shall not be attributed to the district."
5. Student web pages will be removed at the end of the school year unless special

arrangements are made. A notice will be provided to students prior to such removal.

### **Extracurricular Organization Web Pages**

1. With the approval of the building administrator, extracurricular organizations may establish web pages. Material presented on the organization web page must relate specifically to organization activities.
2. Organization web pages must include the following notice: "This is a student extracurricular organization web page. Opinions expressed on this page shall not be attributed to the district."

### **Web Page Requirements**

1. All district acceptable use policy provisions will govern material placed on the web.
2. Web pages shall not:
  - a. Contain the full name, address or phone number of students. First names or first names and the first letter of the last name may be used where appropriate;
  - b. Display photographs or videos of any identifiable individual without a signed release. Releases for students under the age of 18 must be signed by their parent or guardian. This release is part of the permission form signed by the parent at the time of student registration;
  - c. Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a web site is within the fair use exemption.
3. Material placed on the web site is expected to meet academic standards of proper spelling, grammar and accuracy of information.
4. Students may retain the copyright on the material they create that is posted on the web. District employees may retain the copyright on material they create and post if appropriate under district policies.
5. All web pages will carry a stamp indicating when it was last updated and the E-mail address of the person responsible for the page.
6. All web pages should have a link at the bottom of the page that will help users find their way to the appropriate home page.
7. Users should retain a back-up copy of their web pages.

END OF POLICY

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Legal Reference(s):

ORS 332.107

Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000).  
Copyrights, Title 17, as amended, United States Code; 19 CFR Part 133 (2001).

Cross Reference(s):

IIBGA - Acceptable Use of the Internet  
JO - Education Records