

WEB PAGE POLICY

The intended audience of the school and/or district web site is primarily members of the school community, citizens of Harvard, and people interested in moving to the area. All subject matter on the school web pages shall relate to curriculum, instruction, and school-authorized activities and general information of interest to the intended audience. Pages should include, but not be limited to, factual information about the school or school population, philosophy or vision statement and staff listing. All published pages and corresponding links stored on the school department servers must be related to Harvard's educational goals and objectives or related to school-sponsored activities. Personal, non-educationally related information will not be allowed on the district web site. All material must also be approved by the building principal and/or the appropriate administrator or their designee prior to publication on the webserver.

Curriculum/Co-curricular Web Pages

Teachers may establish web pages for teaching and learning purposes, such as use with class activities or to provide a resource for other teachers. Teachers will be responsible for maintaining their class educational resource sites. Such pages will be subject to the approval, consistency, content, and procedural requirements as described in this policy.

With the approval of the building principal, extracurricular organizations may establish web pages. Material presented on the organization's web page must relate specifically to school organization activities.

Organization web pages must include the following notice: "This is an extracurricular organization web page. Opinions expressed on this page shall not be attributed to the Harvard Public Schools."

Web Page Requirements

- A. All District Acceptable Technology Use Policy provisions will govern material placed on the Internet.
- B. Web Pages shall not:
 - i. Contain the address, or phone number of students.
 - ii. Display materials such as photographs, audio or videos of any identifiable individual(s) without a signed release and without permission from the identifiable individual(s). Releases for students under the age of 18 must be signed by their parent or guardian and be kept on file.

iii. 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.

C. First names or first names and the first letter of the last name may be used where appropriate for grades K-5. Student's grades 6-12 may be identified by their full name.

D. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.

E. Students may retain the copyright on the material they create that is posted on the Internet. District employees may retain the copyright on material they create and post if appropriate under district policies.

F. It will not be considered a violation of free speech to require removal of material that fails to meet established educational objectives or that is in violation of any provision of the Acceptable Technology Use Policy.

G. Building Principals and the Superintendent maintain final authority and responsibility for any material placed on the building or district sites respectively

Approved: February 22, 2010