

## **Pueblo County School District 70 Web Policy**

### **A. District Web site**

1. Pueblo County School District 70 (“PSD70”) may establish a Web site. Material appropriate for placement on PSD70’s Web site includes: District information, school information, teacher or class information, student projects, and student extracurricular organization information. Personal, non-education-related information will not be allowed on PSD70’s Web site.
2. The District Superintendent will designate a District Web Publisher, responsible for maintaining the official District Web site and monitoring all District Web activity. The Web Publisher 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 Web Publisher.

### **B. School Web pages**

1. The building principal 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.

### **C. Teacher Web pages**

1. 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.

### **D. Staff Web pages**

1. Staff may develop Web pages that provide a resource for others that meet District guidelines. 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.

### **E. 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 Student 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 Pueblo County School District 70 and/or other individuals affiliated with Pueblo County School District 70."
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.

**F. Extracurricular organization Web pages**

1. With the approval of the building principal, 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 Pueblo County School District 70 and/or other individuals affiliated with Pueblo County School District 70."

**G. Web page design**

1. PSD70's Student Acceptable Use Policy (FILE: JICBA), Employee Acceptable Use Policy (FILE: GBEE), and Guest Acceptable Use Policy (FILE: KBA) 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 model release. Model releases for students under the age of 18 must be signed by their parent or guardian;

- 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;
  - d. not contain material for personal or commercial gain.
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 should 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.

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