

# MANHEIM CENTRAL SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: DISTRICT WEBSITE  
AUTHORING AND  
ACCEPTABLE USE

ADOPTED: June 28, 2005

REVISED:

REVIEWED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">815.2. DISTRICT WEBSITE AUTHORING AND ACCEPTABLE USE</p> <p>The Manheim Central School District realizes the importance of remaining current with the technological advances made in the area(s) of interpersonal communication and instituting such advances to better serve its students and community. As a result, the district is committed to providing website authoring privileges to all employees with suitable purpose and content that supports the educational goals of the Manheim Central School District. It is the purpose of this policy to define acceptable use of the district website and web authoring privileges.</p> <p><u>Web Authoring</u></p> <p>Because of the very public nature of the Internet, all communications through the documents on the school district web pages must comply with the pertinent Manheim Central School District policies. Behavior that is prohibited by these policies includes, but is not limited to, all forms of unlawful harassment, profanity, vulgarity, glorification of violence, defamation of a person's character and messages that are inconsistent with the education objectives of the school district.</p> <p>Any student information communicated through the district web pages must comply with all school district policies on student privacy. No student's name may be shown on the same document as that student's photo or video. Written permission from a parent/guardian must be received before any student pictures, videos or oral or written comments can be used. A copy of the signed form must be on file with the school principal. No document may include a student's phone number, address, names of other family members or other vital information. Web page documents may not include any information that indicates the physical location of a student at a given time, other than attendance at a particular school.</p> <p>The following procedures shall be followed when authoring a school district web page:</p> <ol style="list-style-type: none"> <li>1. MCSD Technical Services department must have signed copies of the <i>Acceptable Use of Technology Resources Consent Form</i> on file before authoring rights will be given for the use of the school district website.</li> </ol>
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2. All documents on the school district web pages and their links must be in support of education and research and consistent with the educational objectives of the school district.
3. Web page documents may not be used for commercial activities or for-profit activities. Use for political lobbying is also strictly prohibited. Web documents may not include links to sites whose purpose is commercial gain or political advertising, nor should they contain endorsement or preferential treatment on products or political advertising. Banner advertisements for either purpose is also prohibited.
4. Students and staff may not use the school district's web pages to provide links to their personal pages on other servers or other online services. MCSD Technical Services will not provide technical support for personal web pages. **Personal web pages** are defined as pages kept outside of the named domains owned by the district.
5. All web documents and images created by students and staff located on the school district's server are the property of the school district and shall remain the property of the school district unless that student or staff member obtains written consent from the Superintendent. This restriction is extended to the HTML source code of all pages. The transferal of this code to other locations is considered copying and all local, state and federal copyright laws will apply. Authors are required to post the school district copyright notice at the bottom of each document.
6. Students will be permitted to post documents to the website only when under the supervision of staff members. Individual passwords must not be shared.
7. Web documents and images may be deleted when a student graduates or withdraws or an employee leaves the school district unless prior arrangements are made with the Superintendent.

Consequences For Inappropriate Use

Publishing website documents on the school district website is a privilege, not a right. District administration will have the authority to review, approve or remove pages on the school district site and to periodically develop administrative guidelines and procedures for determining appropriate web content on the site.

School principals will have ultimate responsibility for monitoring home pages emanating from areas within their authority and all links below that point. As such, they will have the authority to request removal or modification of those documents.

	<p>Should users violate any pertinent school district policy, or local, state and/or federal law, access to the Internet via the school district connection, as well as the privilege to publish any material on any school district web page, will be terminated immediately. Appropriate disciplinary action will be taken in conjunction with and as authorized by the Manheim Central School District Board policies and established school rules and administrative procedures. In addition, criminal prosecution could result.</p>
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