DISTRICT WEB PAGE POLICY

The availability of the Internet in Lancaster Schools provides an opportunity for students and staff to contribute to the School District's presence on the World Wide Web. The District's Web Site provides information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our school's and our district's missions. Creators of the web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges and/or other stringent disciplinary measures.

Content and Standards

All web page material must have prior approval before posting to the web site. District technology staff, along with school administration, is responsible for web page approval.

Subject Matter

All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District, or the schools within the district. Therefore, neither staff nor students may publish personal home pages as part of the District Web Site, or home pages for other individuals or organizations not directly affiliated with the district. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

Quality

All web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly to objectionable material. District technology staff and/or school administration will determine the appropriateness of web page material.

Ownership and Retention

All web pages on the district's web server are the property of the Lancaster School District. Web pages will be deleted when a student graduates or moves, unless prior arrangements have been made with the district technology staff or school administration.

Guidelines

1. Published email addresses are restricted to staff members or to a general group email address where arriving email is forwarded to a staff member.
2. Decisions on publishing student pictures (video or still) and audio clips are based on the supervising teacher's judgment. The teacher must first check with the district technology staff to determine if the student's parents/guardians have objected to such publication.
3. Concern about the content of any page(s) created by students or staff should be directed to the district technology staff or school administration.

School Board Policies

All documents on the Lancaster School District's web server must conform to the School Board Policies and regulation as well as established school guidelines.

Approved: May 10, 2000
Reviewed: November, 2015

STUDENT WEB PAGE CONTRACT

I understand that when I am creating web pages for the District Web Site, I must adhere to all rules as prescribed by either Federal, State, or local law, and policies of the Lancaster School District.

My signature below means that I have read and agree to follow the District Web Page Policy of the Lancaster School District.

_____ I give my permission for Lancaster School District to post web pages that I have created, work I have done, pictures of myself, and/or other accomplishments about me on the District Web Site.

_____   _____
Student Name   Grade

_____   _____
Student Signature   Date

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the District Web Policy of the Lancaster School District.

_____ I give my permission for Lancaster School District to post web pages that my child has created, work my child has done, pictures of my child, and/or other accomplishments regarding my child on the District Web Site.

_____
Parent/Guardian Name

_____   _____
Parent/Guardian Signature   Date

       THIS FORM MUST BE RETURNED TO THE OFFICE BEFORE THE STUDENT CAN CREATE WEB PAGES OR HAVE INFORMATION PUBLISHED ON THE INTERNET.

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Reviewed: November, 2015

STAFF COMPUTER/NETWORK USE POLICY

Lancaster School District maintains local area networks within each building and a wide area network connecting the two sites that comprise the school district. The district technology staff maintains these networks, including hardware and software. To ensure these networks, including hardware and software, are in proper working condition for use by district staff, we must have certain user restrictions.

User Expectations and Guidelines

The use of the school's computers and networks is a privilege for staff members who agree to act in a considerate and responsible manner while logged on to the system. All computer/network use may be subject to monitoring by authorized district staff.

User Responsibilities

Staff members are responsible for:
1. Their own actions while using the school's computers and networks.
2. Using the school's computers and networks in a way consistent with the district's educational goals and utilizing educationally suitable resources.
3. Ensuring that no one knows any of the passwords they set up.
4. Remembering the passwords they set up and changing them when asked to do so.
5. Using time wisely to ensure maximum access for all users and logging off the system when asked to do so.
6. Saving all work done on the computers to your home directory instead of computer hard drives. (Authorized staff may save to hard drives.)
7. Logging off of the system when you are finished.
8. Monitoring student activity in classrooms when students are using computers.
9. Reporting misuse of computers to district technology staff or school administration.

Prohibited Activities

1. Using the school's computers and networks in ways which violate school policies and professional standards.
2. Using the school's computers and networks for any illegal activity including violation of copyright or other laws.
3. Using the school's computers and networks for personal, financial or commercial gain.
4. Damaging, degrading or disrupting equipment or system performance. (This includes, but is not limited to, changing computer settings, damaging any physical

part of the system, removing serial number labels from computers, or deleting/changing any software or files not belonging to you from the computers or network.)

5. Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
1. Gaining unauthorized access to resources or entities.
2. Installation of any software without prior approval of district technology staff.

Penalties for Violating Computer/Network User Expectations and Guidelines

The use of the school's computers and networks is a privilege and users must take personal and professional responsibility for their conduct.

Such Penalties May Include, but are not Restricted To:

1. Legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.
2. May be subject to disciplinary action, including suspension or termination.

Approved: May 10, 2000
Reviewed: November, 2015