

WEB PAGE PUBLICATION

Access to the Internet has dramatically expanded the teaching and learning opportunities for students and staff of the School District of Hartford. Primary source material, connections with experts, historical and scientific databases, graphics, images and software are available from places around the globe. With the Internet connection, the District has also become a valuable source of information for others as we publish our own work on the World Wide Web via School District web pages.

Computer networks can be great motivators for students and their use encourages the kind of independence and autonomy that is important for students to achieve in the learning process. Because the Internet is blind to class, race, gender, age, ability and disability, it is a valuable means for addressing the needs of all students. That independence, however, requires students to exercise certain responsibilities within the electronic learning environment, particularly with regard to web page publication.

The creation of a web page provides a means of two-way communication for the purpose of sharing information with the School District of Hartford and the world about school curriculum and instruction, school-authorized activities and other information relating to our schools and our mission; and provides instructional resources for staff and students.

Publishing privileges are provided to students and staff through individuals who have been authorized by the District. Creators of web pages need to familiarize themselves with and adhere to the following guidelines and responsibilities. In addition, creators of web pages shall not violate copyright laws. Failure to comply with these guidelines and responsibilities may result in the loss of authorizing privileges or other more stringent disciplinary measures.

1. The District web page shall be developed and controlled under the supervision of staff designated by the District Administrator and/or building principals. No one else is authorized to add, change or alter District web pages.
2. District web pages shall not contain information that is inappropriate, obscene, racist, or sexist; or contain obscenities or inflammatory/abusive language. All District web pages shall meet State and Federal laws regarding student accessibility. District web pages shall not be linked to sites that do not meet the same criteria.
3. District web pages shall adhere to the following stipulations with regard to student information:
 - a. Student achievement or award lists may include first and last names. Documents including student pictures shall include only the first name of the student unless parent/guardian permission has been granted by way of waiver form KBCG-Exhibit.
 - b. Documents shall not include a student's home phone number or the address or the names of other family members or friends.

- c. Published e-mail addresses shall be restricted to those of staff members.
 - d. Decisions on publishing student pictures (digitized or video) and audio clips are based on the supervising teacher's judgment.
 - e. Documents shall adhere to copyright laws.
4. District web pages shall be maintained and updated on a regular basis.
 5. Staff members are encouraged to utilize District web pages to provide information to the public about school events, curriculum, programs, budget, policies and staff/student accomplishments. However, District web pages are not to be used for personal purposes and may not contain links to personal web pages that promote a political cause or for-profit enterprise, or are not specifically related to education.
 6. All web pages on the District's server(s) shall become the property of the District.

Materials linked to District web pages reflect an individual's thoughts, interests and activities. Such web pages do not, in any way, represent individual schools or the School District of Hartford, nor are they endorsed or sanctioned by the individual schools or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school, the District's technology coordinator or the District Administrator.

These guidelines will be evaluated and updated as needed in response to the changing nature of technology and its applications in the School District of Hartford.

CROSS REFERENCE: KBCG-Exhibit, Web Page Publication Permission Waiver