

Grand Island Central School District
Web site and Web Tool Guidelines & Regulations
Updated 5/09

Grand Island Central School District (GICSD) has established a Web site (www.k12.ginet.org), and may establish additional Web sites that belong to GICSD. Such Web sites shall be the property of GICSD, which shall control their content.

The following regulations apply to Web sites and to the use of District computer equipment, hardware, software, and Internet capabilities as they apply to Web sites.

1. Web Site Establishment

All District Web sites, including teacher and staff Web pages, may only be published by GICSD, through the Technology Department or such other personnel as the Superintendent shall designate.

2. Web Site Content and Use

A. GICSD Web sites may be utilized for the following purposes:

- a) Showcase student work, as selected by teachers, to demonstrate how our programs meet the NYS standards,
- b) Development of Web sites as part of classroom instruction, under teacher supervision.
- c) Teacher created Web sites to organize the Internet for classroom instruction.
- d) Information for parents and/ or students.

B. Solicitations or advertisements for the purpose of commercial or financial gain are prohibited.

C. Student privacy must be protected:

- a) Students' first name only, and last initial for duplicates, may be published.
- b) Students' home addressees, telephone numbers and email addresses may not be published as well as any personal information regarding the student.
- c) GICSD has specific procedures regarding the use of students pictures (video or still) for publication. Contact your building administration or Theresa LeClerc, Public Relations Associate, to verify permission to publish a student's picture on a district web page. For complete details refer to the *Use of Students Photos notification*.

D. Links to outside sources:

- a) Links to chat rooms and personal web sites are prohibited.
- b) Links to non-district Web sites must contain a disclaimer indicating that the user is leaving the district site and that the district does not necessarily approve the linked material. A district disclaimer can be found on the Educational Resources section of the district site.

- E. Blogs, podcasts, wikis and vodcasts:
- a) In addition to or as part of a Web page, you may choose to create blogs, podcasts, wikis and vodcasts to engage students and staff members in effective dialogue on selected topics or for instructional purposes. All must align with the curriculum or relate to district business and be developed in accordance with this regulation using resources and Web sites consistent with the district's web presence.
 - b) Guidelines for content integrity, copyright and use of images and photos on web pages also apply to all Web 2.0 communication tools including, but not limited to blogs, wikis, podcasts and vodcasts.
 - c) All blogs developed pursuant to this regulation must be monitored by the teacher or staff member and adhere to naming students as regulated. (Refer to C. a.)
 - d) Blogs, podcasts, vodcasts and wikis will be monitored in the same manner as teacher/staff Web pages. Inappropriate material may not be posted. If inappropriate content is found, it will be removed immediately and notification will be made to the teacher or staff member responsible for its creation.
- F. Web site content shall be of high quality and will comply with the district Technology Acceptable Use Policy. Poor quality or non-compliance shall constitute the basis for rejecting or removing material from the GICSD Web site.
- G. All Web sites must comply with current copyright laws. No institutional support will be given to an employee who violates the parameters of copyright law.
- H. The GICSD Web site(s) is not intended for general distribution of information or free exchange of ideas. The district Web sites are proprietary and belong to GICSD.

3. Procedures for Control of Web Site Content

- A. All content must comply with purpose statements outlined.
- B. Each Web site creator must comply with the district Acceptable Use Policy for each Web site to be published and sponsored by GICSD.
- C. The GICSD superintendent or his/her designee reserves the right to edit, change, and/or delete any material that appears on any GICSD Web site.
- D. No person, including but not limited to students and district personnel, may publish an independent web site referencing or implying GICSD sponsorship.
- E. The GICSD reserves the right to designate the service provider for hosting Web sites.