Lexington School District

Web Page Policy

Update Members

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Board Approved

Lexington School District

Vision Statement

Lexington School District maintains a web site to provide a pathway of information among students, teachers, parents, and the community as well as to showcase the Lexington School System.

Agreements on Student Safety and Security

The first priority of the school District is to assure the safety and security of our students and staff. To that end, it must be recognized that any personal information or personal images that are published on the World Wide Web or other internet services could be misused. Accordingly, it is necessary that any such information be published only with the prior approval of the individual or, in the case of minor students, with the signed permission of the parent or guardian. Even when that permission is extended, schools should make certain that the potential benefit of posting individual information or images clearly outweighs the potential dangers of misuse. Combinations of personal information (e.g., picture, first name and last name) will be avoided.

The following guidelines apply to publication of information on the World Wide Web and other Internet services that can be accessed by individuals not physically connected to the district network:

- The personal addresses and phone numbers of district staff and students may not be published.
- The e-mail addresses of any students must not be published.
- Photographs, movies, and other digitized images showing students can only be published if prior written permission has been granted.

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Web Page Policies

- The addresses, phone numbers, or e-mail addresses of students will not be published.

- Recognizable photographs of students will not be published unless written permission is obtained from the parents.

- Home pages may not be used for personal business or personal gain.

- The initial or main page of each school web site must contain common images, content, and links. Schools are free to personalize their publications beyond the initial page. Among these common elements are the following:

  - school street address
  - school phone number
  - name of the school district and district logo
  - name of the school
  - easy navigation of the web site.

- All pages must be approved by the building webmasters.

- All pages must include the "last update" date and all material should be reviewed at least annually.

- All building home pages must link back to the Lexington School District home page.

- The school webmasters are responsible for the contents of all school home pages hosted on the web server. The webmasters will be those persons designated by the school principal and must be district employees. If there is any question about content the building principal and/or tech coordinator should be consulted.

- Only webmasters trained and certified by Information and Technology will be provided with security clearance to publish on the district web server. Training will include publishing guidelines, procedures to access the district web server and to transfer files, use of web development and management tools, and information about student rights and responsibilities for publishing content.

- Webmasters must be knowledgeable of district procedures and security policies.

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Sanctions for Violations

- Disciplinary action, if any, for the students, staff, and other users shall be consistent with the district's standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to Lexington School District electronic equipment, other employee or school disciplinary action, and/or other appropriate legal or criminal action, including restitution, if appropriate. Students shall be subject to the sanctions of Ohio state law or administrative code, as appropriate.

Copyright Web Publishing Rules

Copyright law and district policy do not allow the re-publishing of text or graphics found on the Web on district Web sites or file servers without explicit written permission.

- Use of a graphic must come from a free source of graphics. If a graphic is a recognizable figure, slogan, or logo, assume that it is copyrighted and do not use it.
- The failure of a site to display a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. If the materials have been improperly and illegally displayed by a Web site, the webmaster may not be considered a source of permission.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Staff members and students with questions regarding these guidelines are advised to check with the webmaster in their building before proceeding with the collection of images and text.