

# SCHOOL DISTRICT OF SPRINGFIELD TOWNSHIP

SECTION: OPERATIONS

TITLE: WEB SITE DEVELOPMENT  
Policy 816C

ADOPTED: April 18, 2006

REVISED:

Please review and retain this copy of the School District of Springfield Township *Web site Development Policy*. Return the sheet, which acknowledges receipt of the School District's *Web site Development Policy* to your principal/supervisor by (date).

## USER AGREEMENT

I acknowledge that I have received the School District of Springfield Township Web Site Development Policy, recognize its importance, and understand this policy governs my publications to the District Web site. I have been instructed to read and adhere to the provisions of this policy. Additionally, I understand that if I violate the policy, I am subject to School District discipline and could be subject to Internet Service Provider (ISP), as well as local, state and federal legal recourse. I agree to comply with the School District of Springfield Township Web site Development Policy.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student/employee's signature acknowledgement of this policy is for the duration of enrollment and/or employment.

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POLICY 816C. WEB SITE DEVELOPMENT	
<u>Purpose</u>	<p>The availability of Internet access in the School District of Springfield Township provides an opportunity for students and staff to contribute to the School District's presence in the World Wide Web. The School District's Web site provides information to the world about school curriculum, instruction, school-authorized activities, and other information related to our schools and School District's mission. The Web pages also serve as links to educational resources on the Intranet and Internet for students and staff to access. Internet access for the creation of Web pages is provided by School District Webmaster and designees. Web page creators 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 a variety of other discipline actions, including but not limited to oral or written reprimands, suspensions with or without pay, suspension, and/or expulsion/dismissal, on a case-by-case basis. In addition, the School District will cooperate to the extent legally required with the Internet Service Providers (ISP), as well as local, state and federal law enforcement officials.</p>
<u>Authority</u>	<p>The Web site, including its content, is the property of the School District of Springfield Township. The School District reserves the right to deny access and to track, log and search in order to prevent unauthorized, inappropriate or illegal activity. The District will cooperate to the extent legally required with the Internet service providers, as well as local, state and federal law enforcement officials in any investigation concerning or related to the misuse of the Web site.</p>
<u>Responsibility</u>	<p>The District Webmaster will serve as the coordinator to oversee the use of the School District's Web site, network and systems, and will work with other regional or state organizations, as necessary.</p> <p>In conjunction with the District Webmaster, individual school building principals and/or their designee(s) will serve as the building-level coordinator for the School District's system and will approve building-level activities, ensure teachers and students receive proper training in the use of the Web site and the requirements of this policy, maintain executed agreements, and be responsible for interpreting the School District's Web Site Development Policy at the building level.</p> <p>Students and teachers may post specific content, including but not limited to curriculum information, educational articles, school district data, school-related activities, and school district events on the District Web site. The District Webmaster will assign access codes to upload pages. No personal pages for employees and students are permitted on the School District Web site. The District Webmaster will serve as the coordinator to oversee the use of the District Web site and will work with other regional or state organizations, as necessary.</p> <p>No other agency or organization or educational institution may maintain a presence on the School District site without the knowledge and approval of the Director of Technology. The Web site is for Springfield School District use only.</p> <p>The School District or its designee shall maintain a backup copy of the Web site.</p>
<u>General Guidelines</u>	<p><u>Operation and Management</u></p> <p>The Director of Technology is ultimately responsible for the operation and management of the design, function, maintenance, use, technical, regulatory, content and compliance aspects of the Web site.</p>

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The Director of Technology will consult with the Assistant Superintendent on such issues to the extent that they relate to class content and teacher work. All personnel and students are responsible for following the Web site guidelines below.

Network traffic is monitored to insure that the service remains available and complies with the law and policies. Uploading or changing information, or otherwise causing damage to the School District services and/or attempting to upload, or change information or otherwise cause damages are strictly prohibited and punishable under applicable laws and policies.

### Content Standards

#### 1. Access and Publication

- a. The Director of Technology shall have the authority and responsibility, but not the obligation, to review, approve, post, add, delete, and modify pages to the site, and with other administrators, develop administrative guidelines for this policy. The Director of Technology shall determine personnel and means for accomplishing these tasks. These personnel shall be trained in the School District Web page policies and guidelines.
- b. Publishers who have content publication requests denied or who have content removed from a Web page first may appeal to the building principal, then to the Director of Technology to have the content placed or reinstated on the Web site. The content in question shall remain unpublished until the review process is completed.
- c. Publishing Web pages through all District web publishing services, including but not necessarily limited to the School District Web site, and through the District's mail server is a privilege not a right.

#### 2. Content Accuracy

- a. The District Webmaster will make every effort to insure that District Web site information is accurate, true, and up-to-date to the best of the ability of the School District. There is no absolute guarantee that the Web site content is the most updated version given the numerous sources contributing content to the Web site.

#### 3. Limitation of Liability

- a. The material and information contained on or obtained from the District's Web site are distributed "as is" and "as available" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability of fitness for a particular purpose. Information contained on the District's Web site, including information obtained from external links thereon, is provided without any representation of any kind as to accuracy or content and should be verified by the user. The School District is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use the Web site and/or the materials contained on the site, whether the materials contained on the Web site are provided by the School District, or by a third party. Data contained on the Web site are subject to change without notice.

#### 4. Subject Matter

- a. All subject matter published through the District's web publishing services, including but not necessarily limited to the School District Web site, and through the District's mail server must relate to the School District of Springfield Township

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	<p>and be approved by the District.</p> <ul style="list-style-type: none"><li>b. The District Webmaster and the building person(s) responsible for coordinating the District's Web pages will determine directory structure. Staff members approved for access will be given access passwords by the District Webmaster.</li><li>c. Material by individuals and student organizations on Web pages must relate to educational thoughts, school related interests and activities, and are subject to the principal's review. Such Web pages do not implicitly or explicitly represent the individual school's or the District's position or policy nor are they endorsed or sanctioned by the individual school or the District. By posting information on the District Web site, individuals and organizations assume responsibility and liability for the content of their pages.</li><li>d. Individuals are solely responsible for obtaining appropriate permission to include copyrighted materials or images on their pages; the School District assumes no responsibility for individuals' failure to fulfill this responsibility. Any comments or feedback should be addressed to the individual responsible. Concern about the content of any page(s) created by students or staff should be directed to the Director of Technology.</li></ul> <p>5. Links to Content</p> <ul style="list-style-type: none"><li>a. All links must relate to appropriate professional, non-profit, governmental, or educational organizations. They must relate to the School District, the schools within the District, or the community. No other links may be included on the District's Web site unless educationally appropriate and approved by the Director of Technology.</li><li>b. Web page links will only be permitted if the linked material: (1) has clear relevance to the curriculum, (2) has a purely educational purpose, (3) does not otherwise violate this policy or other applicable District policies, (4) is clearly made not as an endorsement of product(s) or of a political advertisement and (5) has been approved by the Director of Technology. Any links to political or commercial advertising must be compliant with any applicable Board Policies regarding commercial and political advertising.</li><li>c. The Web site must state: <i>External links will let you leave the School District of Springfield Township site. Linked sites are not under the control of the School District of Springfield Township. The District is not responsible for the content or accuracy of any linked site, or any link contained in a linked site, or any changes or updates to such sites. The School District is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of the site by the School District of Springfield Township.</i></li><li>d. Students, staff, and individuals may not use the School District's Web pages to provide access to their personal pages on other servers or online services. In certain cases, staff members may include links to their personal pages, provided that: (1) there is educationally relevant material on the personal page, (2) there is not "inappropriate material" contained on the personal page and (3) the Director of Technology has given prior written approval for the link. Neither the School District nor technical services personnel will provide technical support for personal Web pages.</li><li>e. No link may be made to inappropriate material as defined in this Policy.</li></ul> <p>6. Quality</p> <ul style="list-style-type: none"><li>a. All Web pages must be timely, accurate, accessible and well presented; this</li></ul>
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includes being free of spelling and grammatical errors. All content published on the Web site must meet standards of spelling, grammar, adequate research, or other qualitative measures.

- b. Documents may not contain any obvious or hidden inappropriate material or link to such inappropriate material. Inappropriate material is any material (visual, graphic, text and any other form) that is profane, obscene (pornography or child pornography), sexually explicit, threatening, terrorist, harassing or otherwise unlawful or that advocates illegal acts, violence or discrimination (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability) towards people or property.
- c. The judgment of the building or School District administration will prevail when questions of quality or propriety of Web page material, appearance or content are asked.

## 7. Ownership and Retention of Content

### a. Content Created by School District Students and Employees

- i. The Web site, its content and all Web pages created by students and employees located on District designated server(s), are the property of the School District, shall remain the property of the School District and may not be sold, transferred, licensed, leased, or otherwise distributed outside of the School District without Superintendent or designee approval.
- ii. Students and employees must warrant to the School District that they secured the necessary consents, releases and licenses for the use of content, including text, pictures, audio, video, logos and copy distribution, display, performance over the World Wide Web and to create derivative works.

### b. Content Created by Third Parties

- i. The School District is in no way responsible for the accuracy, truth, completeness and timeliness of the information whose intellectual property belongs to or is supplied by third parties.
- ii. The School District is not directly or indirectly liable for any damage or injury (financial or non-financial) caused to anyone due to his/her reliance on third party information. If such information is supplied by someone else (such as name, address, phone number and other information), it will be subject to privacy law and regulations and will not be disclosed to any unauthorized party without the consent of the individual concerned.

### Software

Students and employees are prohibited from downloading, duplicating and/or distributing District Web development software and custom code (source code and object code) including any derivations or modifications or from using it for any purpose without the consent of the Director of Technology.

Web pages developed by students must be deleted when a student graduates unless prior arrangements have been made in writing with the Director of Technology. Web pages developed by employees must be deleted when they leave district employment unless prior arrangements have been made in writing with the Director of Technology.

### Student Safeguards

Web page documents may include only the first name or first name and the first initial of the student's last name. If the District believes that it would be beneficial to the student to have his or her

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full name appear with any student work published, the District may request written permission of the parents/guardians or the student if the student has attained the age of 18 and may publish the student's full name only when such written permission has been received.

Documents may not include student phone numbers, home addresses, student email addresses, names of other family members, or names of friends. Web page documents may not include any information that indicates the physical location of a student at a given time other than participation in School District activities.

Photographic images and the voices of students in any form, including video and audio clips, may not be published on any server accessible beyond the firewall border of the School District or its designee without parental/guardian consent. Internal Web servers are excluded from this provision.

The District will not submit student work, including but not limited to quotes, written material, graphics and artwork for publication on any non-school district designated server without permission of the parent or guardian. If replies to published student work are appropriate, the sponsoring teacher's e-mail address must be displayed, not the student's.

No directory information may be posted on the Web site for students whose parents have not provided written consent.

Published district e-mail addresses shall be restricted to those of staff and Board Members.

Posted student work must relate to class projects, course, or other school-related information activity and any posting is subject to copyright and student records legal requirements.

Photographs without any individually identifiable identity may be used to share School District activities.

#### School Board Policies

All information on District and designated server(s) must comply with School Board Policies and Regulations, as well as established school guidelines. Copies of Board Policies are available on the district Web site. Persons under the control of the School District who develop or maintain Web documents are responsible for complying with the policies, and the applicable laws. Some of the relevant issues and related Board Policies include the following:

Electronic transmission is a form of copying. No unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its designated Web server(s). In all aspects of the use of the Web site, copyright laws must be followed.

Documents created for the Web site and linked to District Web pages must meet the criteria for use as an instructional resource within the District's curriculum.

Persons under the control of the School District who link to District Web pages that are not specifically curriculum-related must meet the criteria established in the District's Acceptable Use Policy.

All communications throughout the District Web pages must comply with the District Acceptable Use Policy, the District Code of .Conduct Policy, and all other School District policies. If the Director of

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Technology has any doubt about compliance with the laws, (s)he should contact the School District's Superintendent for information, advice and guidance.

Student information communicated through District Web pages must comply with School District policy on the Collection, Maintenance and Dissemination of Student Records.

Any deliberate tampering with or misuse of District Web site services or equipment will be considered vandalism and will be handled in accordance with the School District's Acceptable Use Policy, the District Code of Conduct Policy, and other relevant policies, and applicable law.

Linking from the District Web site, including but not limited to, hyper linking, framing, and deep linking, may violate the law and may be offensive to the School District's quality of its Web site. Any consideration of the use of "frame" technology to connect to external sites must be reviewed considering its legality before establishing such links. Developers may not violate the copyrights, trademarks and the patents of others, and must comply with the copyright law.

#### Technical Standards

In the interest of using information technology to communicate clear, efficient, and effective messages, the District Web site must be maintained with a consistent identity, professional appearance, and for ease of use and maintenance. The following technical standards are established for all District Web pages. Each Web page added to the District Web site must contain certain common elements.

If the Web site collects any information about usage or other log files, visitors shall be notified of what information is collected, why it is collected, and how it is used. If information is collected, the District may not sell or give any of the information to any other person or entity, unless permitted by law. The District may choose to not collect any information from visitors.

The basic School District home page will have a common architecture as outlined below:

- the mission statement
- a calendar of events
- pertinent information for contacting staff
- a link to return to the School District's home page
- a link to the School District's Acceptable Use Policy
- a link that returns the user to appropriate points in the District Web site. This would normally be through a return to the School District home page or use of a back button on the browser
- a copyright statement for all succeeding pages within the entire School District of Springfield Township Web site

The District may develop additional consistency standards as the need arises.

The Web page creator or authorized designee will edit and test the page(s) for accuracy of links and check for conformance with standards outlined in this policy prior to publishing. In addition, the contributor will assume responsibility for updating the links as needed. Pages that are not regularly maintained may be removed at the discretion of the Director of Technology.

All updates must be made and saved to a local computer before uploading to the web server. No live

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<p><u>Definitions</u></p>	<p>updates may be made.</p> <p>All Web pages must be given names that clearly identify them. The names of all documents shall coincide with current School District naming practices and structures.</p> <p>Pages may not contain links to other pages that are not yet completed. If further pages are anticipated but not yet developed, the text that will provide the link should be included but may not be made “hot” until the further page is actually in place.</p> <p>All graphics must be in GIF or JPEG format. Other formats, including sound or video, may be used only in special circumstances and after consultation with the District Webmaster.</p> <p>All District Web site publications will reside solely on the District server or as designated by the district. All Web pages shall be linked to other District pages in relation to their current location on the server(s).</p> <p>Final decisions regarding access to active Web pages for editing content or organization will rest with the Director of Technology and the District Webmaster with input from building principals and the Assistant Superintendent on issues regarding curriculum issues or teacher work.</p> <p>Metatags and metadata may be used on key pages to help the pages to be found with search engines and to also be correctly annotated in the search summary.</p> <p>Web pages should be designed with everyone in mind, including people with no or low vision, deafness, learning disabilities or color blindness. Be considerate of all users, including those using assistive technologies. Remember that some users can access the Web site using assistive technology like screen readers or Braille readers for the blind.</p> <p>Given the rapid change in technology, some of the technical standards outlined in this policy may require change throughout the year. The District Webmaster will make changes with the approval of the Superintendent, as needed. This Web Site Development Policy will be updated on an as need basis.</p> <p>The District Webmaster will conduct periodic Web site audits to check the system and processes, facilities, security measures, operation implementation, access, resources utilized, and whether the Web site complies with and does not breach any relevant laws.</p> <p>Questions regarding Web site development information may be addressed to the Director of Technology.</p> <p><u>Internet Access</u>: A computer shall be considered to have access to the Internet if the computer is equipped with a modem or is connected to a network that has access to the Internet, whether by wire, wireless, cable, or any other means.</p> <p><u>Browser</u> - In this instance, a Web browser, an application used to access information on the World Wide Web.</p> <p><u>Computer</u> - Includes any School District owned, leased or licensed, employee and student owned personal hardware, software, or other technology used on School District premises or at School</p>
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<p><u>Usage Guidelines</u></p>	<p>District events, or connected to the School District network, containing School District programs or School District or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with any device or item capable of transmitting, receiving or storing electronic data.</p> <p><u>Deep linking</u> - on the World Wide Web, is the process of placing on a Web page a hyperlink that points to a specific page or image within another Web site, as opposed to that Web site's main or home page.</p> <p><u>Educational Purpose</u> - Includes use of the School District systems for classroom activities, professional or career development, and to support the School District's curriculum, strategic plan goals, policies, and mission.</p> <p><u>Hyperlink</u> - A hyperlink, or simply a link, is a reference in a hypertext document to another document or other resource. As such it would be similar to a citation in literature. However, combined with a data network and suitable access protocol, it can be used to fetch the resource referenced. This can then be saved, viewed, or displayed as part of the referenced document.</p> <p><u>Inappropriate Material</u> - Any material (visual, graphic, text and any other form) that is profane, obscene (pornography), sexually explicit, threatening, terrorist, harassing or otherwise unlawful or that advocates illegal acts, violence or discrimination (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability) towards people or property.</p> <p><u>Incidental Personal Use</u> - Use of School District systems by an individual employee for occasional personal communications. Personal use must comply with this policy and all other School District policies, procedures, and rules as well as ISP, local, state, and federal laws and may not interfere with the employee's job duties and performance, with system operations, or with other system users, and must not damage School District systems. Under no circumstances should the employee believe his or her use is private. The School District reserves the right to monitor, track, access, and log the use of its systems at any time.</p> <p><u>Webmaster</u> - A commonly used term that refers to the person or persons responsible for a specific Web site.</p> <p><u>Access to the School District Web site:</u></p> <ol style="list-style-type: none"> <li>a) User accounts will be used only by authorized owners of the accounts for authorized purposes.</li> <li>b) An account will be made available according to a procedure developed by appropriate School District authorities.</li> <li>c) School District employees and students will have access to the District Web site as needed.</li> <li>d) Access to all data on, taken from, or compiled using School District computers is subject to inspection and discipline. Employees have no right to expect that School District information placed on employees' personal computers, networks, Internet, and electronic communications systems is beyond the access of the School District. The School District reserves the right to legally access employees' personal equipment for School District information.</li> </ol> <p><u>Due Process</u></p> <ol style="list-style-type: none"> <li>a) The School District will cooperate with the School District's ISP, local, state, and federal</li> </ol>
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officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the School District's systems.

- b) If employees possess due process rights, including any rights that may be afforded under an applicable Collective Bargaining Agreement, for discipline resulting from the violation of this policy, ,, they will be provided such rights.
- c) The School District may terminate user account privileges by providing notice to the user. Staff members resigning from or being terminated by the School District will have all accounts deleted immediately.

#### Search and Seizure

- a) Users' violations of this Policy, any other School District policy, or the law may be discovered by routine maintenance and monitoring of the School District system, or any method stated in this policy, or pursuant to any legal means.
- b) The School District reserves the right to monitor, track, log and access any electronic communications, including but not limited to Internet access and e-mails at any time for any reason. Employees and students should not have the expectation of privacy in their use of the School District's systems, and other School District technology, even when used for personal reasons. Further, the School District reserves the right, but not the obligation, to access any personal technology device of employees brought onto School District premises that is, or is reasonably believed by District officials to have been, connected to the School District network, to insure compliance with this policy and other School District policies, to protect the School District's resources, and to comply with the law.
- c) Everything that users place in their personal files should be written as if a third party will review it. Users should be aware that even deleted files are accessible.

#### Copyright Infringement and Plagiarism

- a) Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the School District resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will (and will instruct students to) respect copyrights, request permission when appropriate, and comply with license agreements.
- b) Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The School District does not permit any illegal, including, but not limited to illegal acts pertaining to the copyright law. Therefore, any user violating the copyright law does so at their own risk and assumes all liability.
- c) Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, and deep linking and framing into the content of others' Web sites. Further, the illegal installation of copyrighted software or files for use on the School District's computers is expressly prohibited. This includes all forms of licensed software – shrink wrap, click wrap, browse wrap, and electronic software downloaded from the Internet.
- d) School District guidelines on plagiarism will govern use of material accessed through the School District's systems. Users will not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices.

#### Safety & Privacy

- a) To the extent legally required, users of the School District's systems will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications should immediately take them to the Systems

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<p><u>Prohibitions</u></p>	<p>Specialist.</p> <ul style="list-style-type: none"> <li>b) Users will not post personal contact information about themselves or other people on School District systems.</li> <li>c) The user may not steal another's identity in any way, may not use spy ware, parasite ware, cookies, or use School District or personnel employee technology or resources in any way to invade one's privacy.</li> <li>d) A user may not disclose, use or disseminate confidential and personal information about students or employees (examples include, but are not limited to, revealing grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, educational records, reports, and resumes or other information relevant to seeking employment at the School District) unless expressly authorized in writing to do so.</li> </ul> <p>The use of the School District's Web site for illegal, inappropriate, unacceptable, or unethical purposes by staff is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below. The School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of its systems.</p> <p>These prohibitions are in effect any time School District resources are accessed whether on School District property or remotely, regardless of whose equipment is used to access the School District resources, when using mobile commuting equipment, telecommunication facilities in unprotected areas or environments, directly from home, or indirectly through another ISP, and if relevant, when an employee or student uses their own equipment.</p> <ul style="list-style-type: none"> <li>a) <u>General Prohibitions</u> Users are prohibited from using the School District Web site to:             <ol style="list-style-type: none"> <li>1. Communicate about non-work or non-school related communications unless the employees' use comports with this policy's definition of incidental personal use. The use of e-mail to mass mail non-educational or non-work related information is expressly prohibited.</li> <li>2. Access or transmit inappropriate material as defined by this policy.</li> <li>3. Use obscene or offensive language.</li> <li>4. Harass others.</li> <li>5. Transmit material likely to be offensive or objectionable to recipients including, but not limited to inappropriate material as defined by this policy.</li> <li>6. Access or transmit gambling, pools for money, or any other betting or games of chance.</li> <li>7. Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate material in this policy.</li> <li>8. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (on-line; real-time conversations) that are not for school-related purposes or required for employees to perform their job duties.</li> <li>9. Facilitate any illegal activity.</li> <li>10. Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable School District policies); send unsolicited commercial electronic mail messages, also known as spam; conduct unauthorized fund raising or advertising on behalf of the School District, an individual or non-School District related organization; resell of School</li> </ol> </li> </ul>
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ADOPTED: April 18, 2006

REVISED:

<p><u>Procedures</u></p>	<p>District computer resources to individuals or organizations; or use the School District's name in any unauthorized manner that would reflect negatively on the School District, its employees, or students. A commercial purpose is defined as offering or providing goods or services or purchasing goods or services for personal use. School District acquisition policies will be followed for School District purchase of goods or supplies through the School District system.</p> <ol style="list-style-type: none"> <li>11. Political lobbying.</li> <li>12. Access, interfere, possess, or distribute confidential or private information including messages sent privately, without permission of the person who sent the message.</li> <li>13. Violate the privacy or security of electronic information.</li> <li>14. Use the Web site to send any School District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the School District's business, or educational interest.</li> <li>15. Post personal or professional Web pages without administrative approval.</li> <li>16. Conduct, post, transmit or otherwise make available surveys without administrative authorization to conduct, post, transmit or otherwise make available the particular survey.</li> </ol> <p>b) <u>Access and Security Prohibitions</u> Users must immediately notify their supervisor if they have identified a possible security problem. Employees must read, understand and comply with this policy that includes network, Internet usage, electronic communications, telecommunications, non-disclosure and physical information security policies. The following activities related to access to the School District's systems, and information are prohibited:</p> <ol style="list-style-type: none"> <li>1. Misrepresentation (including forgery) of the identity of a publisher or source of communication.</li> <li>2. Acquiring or attempting to acquire passwords of others or giving your password to another. Employees will be held responsible for the result of any misuse of a student's or employee's user name or password while the user's systems access were left unattended and accessible to others, whether intentional or through negligence.</li> <li>3. Using or attempting to use Web site accounts of others. These actions are illegal, even with consent, if only for the purpose of "browsing."</li> <li>4. Altering a communication originally received from another person or computer with the intent to deceive.</li> <li>5. Using School District resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, or being involved in a terrorist threat against any person or property.</li> <li>6. Disabling or circumventing or attempting to disable or circumvent any School District security, program or device, for example, but not limited to, anti-spy ware, anti-spam software, and virus protection software or procedures.</li> <li>7. Transmitting or attempting to transmit electronic communications anonymously or under an alias unless authorized by the School District.</li> </ol> <ol style="list-style-type: none"> <li>1. Only staff members will be issued Web site logon and access privileges. Staff members will be held accountable for all actions taken during any session that is logged on using that user's logon and password.</li> <li>2. The building principal will serve as the building-level coordinator for the School District</li> </ol>
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