

WEBSITE AND WEB PAGES

District Web Site

1. The district will establish a Web site. Material appropriate for placement on the district web site includes: district information, school information, teacher or class information, student projects, and student extracurricular organization information. Personal, non-educationally-related information will not be allowed on the District Web site.
2. The Superintendent of Schools will designate a District Web Master responsible for maintaining the official district web site and monitoring all district web activity. In coordination with the District Technology Committee, the Web Master will develop style and content guidelines for official district and school Web materials and develop procedure for the placement and removal of such material. All official district material posted on the district web site must be pre-approved by the District Web Master.

School Web Pages

Each Building Technology Committee may designate a School Web Master, responsible for managing the school web site and monitoring class, teacher, student, and extracurricular web pages. All official school material will be consistent with the district style and content guidelines and preapproved by the School Web Master. In coordination with the Building Technology Committee, the School Web Master will develop additional guidelines for the school web site. In no school Web Master is designated, then the school must work through the district Web Master.

Teacher Web Pages

Teachers may establish web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher web pages will not be considered official material, but will be developed in a manner consistent with the district and school policies and programs.

Staff Web Pages

Staff may develop web pages that provide a resource for others. Staff will be responsible for maintaining their resource sites. Staff web pages will not be considered official material, but will be developed in a manner consistent with the district and school policies and programs.

Student Web Pages

Material presented on a student class activity web site must meet the educational objectives of the class activity.

1. With the approval of a teacher, building administrator, or School Web Master, and subject to space limitations, students may establish personal web pages as part of class activities. The material presented must meet the educational objectives of the class activity.
2. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Acceptable Use Policy or student disciplinary code. However, student material may not be removed on the basis of disagreement with the views expressed by the student.
3. Student web pages must include the following notice: "This is a student web page. Opinions expressed on this page shall not be attributed to (*name of school*) or the Plattsburgh City School District."
4. Student web pages will be removed at the end of the school year unless special arrangements are made. A notice will be provided to students prior to such removal.

Extracurricular Organization Web Pages

1. With the approval of the district or school Web Master, extracurricular organizations may establish Web pages. Material presented on the organization Web page must relate specifically to organization activities.
2. Organization web pages must include the following notice: "This is a student extracurricular organization web page. Opinions expressed on this page shall not be attributed to (*name of school*) or the Plattsburgh City School District."

Web Page Requirements

1. All District Acceptable Use Policy provisions will govern material placed on the web.
2. Web pages shall not:
 - Contain the full name, address, or phone number of students. First names or first names and the first letter of the last name may be used where appropriate.
 - Display photographs or videos of any identifiable individual without a signed model release. Model releases for students under the age of 18 must be signed by their parent or guardian.
 - Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a web site is with the fair use exemption.

- Contain the full name, address, or phone number of employees of the Plattsburgh City School District without their written consent. First names or first names and the first letter of the last name may be used where appropriate.
3. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.
 4. Students may retain the copyright on the material they create that is posted on the web. District employees may retain the copyright on material they create and post if appropriate under district policies.
 5. All web pages will indicate when it was last updated and the e-mail address of the person responsible for the page.
 6. All web pages should have a link at the bottom of the page that will help users find their way to the appropriate home page.
 7. Users should retain a back-up copy of the web pages.
 8. All links to sites off the district's web site will be identified as such.

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