

SECTION: OPERATIONS

TITLE: INTERNET PUBLISHING

ADOPTED: June 23, 2005

REVISED: June 26, 2006

SENECA VALLEY SCHOOL DISTRICT

	<p style="text-align: center;">815.2. INTERNET PUBLISHING</p> <p>1. Purpose The purpose of the Seneca Valley School District web sites shall be to serve as a public information vehicle subject to guidelines established through this policy and other approved district policies. The purpose of the district web sites is not to be inclusive of all available materials.</p> <p>2. Authority The web sites are the property of the district. The district reserves the right to edit or remove materials and established links from the district web sites at its sole discretion.</p> <p>3. Definitions Homepage - The first page retrieved when accessing a web site. It serves as a table of contents to the rest of the pages on the site or to other web sites. Web page - A web site is a collection of web pages, which are documents coded in HTML that are linked to each other and very often to pages on other web sites. A web site is hosted on a server by its owner. To qualify as a web site, the web server must be available on the Internet twenty-four (24) hours a day. Link - On the World Wide Web, an address (URL) to another document on the same server or any remote server. <i>(Definitions as listed on the TechWeb: TechEncyclopedia and FreeDictionary.com)</i></p> <p>4. Guidelines <u>Publishing</u> The Seneca Valley web sites are a product of the staff of the Seneca Valley School District. Additional pages and links, upon approval, may be created by the students, staff, and outside organizations. Updating web pages will be the responsibility of the Seneca Valley employee (full-time) who published or initiated the web page. The district will employ reasonable precautions which attempt to ensure that the district web sites include materials which comply with copyright laws and the privacy rights of others.</p>
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<p>Pol. 815</p>	<p><u>Approval Of A Web Page</u></p> <ol style="list-style-type: none">1. In order for the district to allow server space for a group or organization, it must first be under the control and supervision of a full-time Seneca Valley School District employee (passwords and other related access information will be for employee use only).2. The web page development proposal, along with the name of the employee requesting the web page, must be submitted to the Superintendent or his/her designee for review.3. Once approval is given, the building technology facilitator or webmaster will publish the page on the Seneca Valley web site(s). <p><u>Web Page Content</u></p> <ol style="list-style-type: none">1. Parents/Guardians who do not wish to have their child's name, photograph, or personal information appear on the Seneca Valley web sites must submit written documentation to the appropriate building administrator.2. Web pages may not be used for commercial advertisement.3. All content must be in accordance with the district's Student/Staff Acceptable Use of SenecaNet/Internet Policy.4. All pages must contain a link back to its source page.5. The pages should be updated frequently to keep information current. Otherwise, pages are subject to removal. <p><u>Approval Of A Link</u></p> <ol style="list-style-type: none">1. Links to the school district's web page will be allowed only for those groups or organizations approved by the Superintendent or designee. The name of the person responsible for the link must be submitted with the link request.2. All web site links, including school-sponsored athletic/activity links, must be approved in advance by the district and must be in compliance with all other aspects of the district's Internet Publishing Policy. Links shall not be done in such a manner as to suggest that the district endorses any commercial products or services provided by the entity to whose web site the district web sites are linked.
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Link Content

The pages should be updated frequently to keep information current. Pages not updated will be subject to removal.

Enforcement

Failure to comply with this policy and stated guidelines could result in disciplinary action. Challenges to any part of this policy should be put in writing and directed to the Superintendent.