

CREATING AND PLACING WEB PAGES

The availability of Internet access in the Mason City Community School District provides an opportunity for students and staff to contribute to the school district's presence on the World Wide Web. The district's web sites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to the schools and the district's mission. Creators of web pages must familiarize themselves with and adhere to policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges or other disciplinary measures.

CONTENT STANDARDS

District administrators, with input from building administrators, media and technology specialists, are responsible for web page approval.

SUBJECT MATTER

All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, and general information relating to the Mason City Community School District. Therefore, neither staff nor students may publish personal home pages as part of the district web sites, or home pages for other individuals or organizations not directly affiliated with the district. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

QUALITY

Documents may not contain objectionable material or link directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources. The judgment of the district administrators, building administrators, technology or media specialists will prevail in regard to questions of quality or propriety of web page materials, appearance, or content. All web page work must be free of spelling and grammatical errors.

STUDENT SAFEGUARDS

With parent consent, web page documents may include only the first name and the initial of the student's last name. Documents may not include a student's phone number, address, names of other family members, grades or assessment results.

Web page documents may not include any information which indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in activities. Web pages may not contain any student e-mail addresses or links.

OWNERSHIP AND RETENTION

All web pages on the district's server(s) are property of the Mason City Community School District.