

ELECTRONIC PUBLICATION - WEB PAGE PUBLISHING GUIDELINES

The Danville Community School Corporation (DCSC) has established a web site in order to improve communication with parents, provide a visual representation of DCSC that reflects student activities and academic achievement, and provide a means by which the students, parents, and staff can access a wide variety of educational resources. These new possibilities bring some areas of concern that need to be addressed including student safety, student privacy, copyright laws, and educational integrity.

The district has developed two set of guidelines: one for information that is published on the school's site which can be accessed by the general public, and another that can only be assessed on a secure site via a username and password.

NON-SECURE SITE

In order to assure that information published electronically is well written, accurate, visually appealing, and protective of the privacy of students, the below guidelines applies to information that is published on the school's site which can be accessed by the general public WITHOUT a password.

1. Teachers and staff are welcome to contribute web pages for placement on the DCSC web page. It is expected that these pages would contain appropriate material that includes information about department activities or services, teachers or classes, student projects, student extracurricular organizations, or independent organizations that are affiliated with the district. Educational resources for students, staff, and the community may also be included. Personal information not related to education will not be allowed. The DCSC administration and/or the DCSC technology department reserves the right to audit and/or adjust materials and/or activity on any Internet/Intranet Server publishing content sponsored by DCSC.
2. All publications must comply with all state, federal, and international laws concerning copyright, intellectual property rights, and legal uses of network computers.
3. All publications must comply with Board policies and administrative regulations.
4. Published documents will not include a student's personal E-mail address, phone number, street address, or names of other family members.
5. Photographs of students, students' names, and students' work may be published on the DCSC web site. Parent(s) or guardian(s) may request that their child's photograph, picture, and/or work **NOT BE** published by sending written notification each school year to the Office of the Superintendent of the DCSC. A student's picture and name, however, will not appear on the **same page** unless written permission from the parent(s) or guardian(s) is obtained for each occurrence. Permission forms are available in each building.
6. Documents may not contain any objectionable material or any link or reference to objectionable material. Links to external sites should be checked regularly.
7. Individuals are not to use the DCSC resources for personal gain or profit. No commercial advertisements are allowed on any district web pages. Any external Web links must be specifically relevant to the page sponsor's services, needs, or activities.
8. Any E-mail address published on the web page must be directed to the supervising teacher or advisor. No student E-mail addresses or personal web page links are allowed on district web pages.
9. Each staff member, or their designee, is responsible for content and maintenance of their own web site. Documents are to be proofread and accurate with clear and concise

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content before it is presented for publication on the district web page. Only active files that are required for the proper operation of the web site should be stored on the Internet/Intranet web server.

10. The footer of each published web page must list the E-mail address of the person or persons responsible for the content and maintenance of the web page.
11. Navigational links (e.g. "Home," "FAQ's," "Site Map," "Search," "Contact Us") should be listed on the header of each page to assist visitors in moving easily through the district site.

WEB PUBLISHING GUIDELINES FOR A SECURE SITE

In order to provide parents and students with accurate, regularly updated information about their child's progress, the following additional guidelines have been established that deal specifically with displaying student information that requires a parent/custodian to login in order to view.

1. Parents/legal guardians (except those barred by court order) may have access to their child's grades, attendance, schedules, and other information as offered by the school's student management/grade book software. Any site containing the above information must require the parent to log in with a secure (using 128-bit encryption) username and password.
2. A student's email address may be published to the secure portion of the site, which will be used only by school staff for communication purposes.
3. Usernames and passwords of new accounts will be distributed via a mailing to parents/legal guardians and/or in person. Usernames and passwords will not be shared over the phone.
4. In addition to the account information that allows parental access, high school students may also be given a separate account to allow them access to their own information.
5. Each user is responsible for their individual login information and should take all reasonable precautions to prevent others from being able to use their account. This includes, but is not limited to, regularly changing the account password and not sharing the password with others. Users shall notify their teacher or building administrator immediately if a possible security problem has been identified.
6. Building principals shall set guidelines for timely entry of grades, teacher notes, and attendance, and further expects that the Danville Community Corporation staff will follow these guidelines.

Disclaimer – Although extreme precautions and measures (both technical and procedural) have been implemented to prohibit unauthorized access to your child's information, Danville Community School Corporation, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the access it is providing. Furthermore, DCSC may not be held liable for:

- a. The accuracy, nature, or quality of information posted on the K12Planet website.
- b. Any delays or interruptions in service of K12Planet.
- c. Unauthorized access to student information on K12Planet.