

# **Frazee-Vergas Public Schools**

*ISD #23*

## **Form 524C Web Development Procedures Form**

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### **INTRODUCTION**

Frazee-Vergas Public School District prides itself on its ability to effectively bridge the gap between teaching and learning, and has the ability to provide a positive image of not only the school, but all those taking part in furthering education. With new web utilities provided, staff is able to use web design to enhance education and communication. Web Development Procedures is a guide for web development that is consistent with the educational nature and purpose of public education.

### **STATEMENT**

Web pages provide another asset to staff and students to further the District's mission in education. This procedure addresses the guidelines, expectations, responsibilities, and acceptable use for web page development and content. The sole purpose of District web pages is to provide educational content. Web pages that do not abide by the procedures herein will be removed from the district site and the web page developer may be subject to disciplinary or criminal action.

### **GUIDELINES & RESPONSIBILITIES**

#### **1. Consent**

- a. All copyright and trademark captions, pictures, videos, and/or any material published must have secure copyright permissions before placement on the web site; the developer of the web page must be prepared to show a statement of permission if requested.
- b. All web page content shall portray and reflect positively on the School District, students, staff, administration, school board, and community.

#### **2. Material**

- a. All words, phrases, pictures, and videos shall be educationally appropriate and will not be offensive, profane, vulgar, abusive, or discriminatory.
- b. Any material on the web page must not be used for commercial use or personal gain.
- c. The individual creating or maintaining a web page on the District web site may be held criminally or civilly liable for the material posted.
- d. All web page material shall portray and reflect positively on the School District, students, staff, administration, school board, and community.

### **3. Resources**

- a. For use of school logos, contact the District Webmaster.
- b. The school district will provide training opportunities to help in the development of web pages. If further assistance is needed, please contact the District Webmaster.

### **DISTRICT DISCLAIMER**

Information available on the Frazee-Vergas School District web site is provided by a diverse population of people and organizations. While we strive to keep our web information accurate and timely, we cannot always guarantee that it will be so. The School District shall not be held responsible for errors or omissions in information provided via the web site, nor does the information provided serve to create a contract between the School District and any viewer of the information. Visitors to the School District website are responsible for contacting the District Webmaster to verify information and should not rely wholly on the information contained within the site.

The School District is not responsible for information, including photographic images, published on or accessible through staff web pages, including staff home pages. Staff web pages, created and maintained by staff, students, organizations, and groups, are the sole responsibility of the staff member, student, organization, or group identified by the account. The creator of a web page shall be responsible for monitoring the contents of web pages. The individual creating or maintaining personal web pages may be held criminally or civilly liable for the material posted on the web site. For example, an individual who posts obscene material may be subject to criminal prosecution, and an individual who posts copyrighted material might be liable to the owner of the copyrighted material under copyright law.

Staff web pages contain the personal expression of their creators. The contents, including link identifiers, of these pages may include academic subjects, hobbies, religion, art, and politics, as well as materials that some viewers may find offensive. Neither the contents nor the link identified are reviewed or endorsed by the School District. If you feel you might be offended by material following a link identifier or material on the page itself, you should not continue.

The School District will investigate all complaints involving students, staff, and organization web pages and will remove or block material or links to material that violates federal law, state law, or School District policy.

### **CONCLUSION**

The Frazee-Vergas School District supports technology to bring the best possible educational opportunity to our students and staff. These processes and procedures shall serve as a guide that protects the integrity of the students, staff, and School District.

(Name)

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(Signature)

*By signing this document, I hereby agree to the conditions of this document, and will abide by the guidelines and responsibilities as depicted when using the utilities provided for creating and editing web pages.*

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

*Cross Reference:*

Frazee-Vergas Public Schools Policy 524 Technology Acceptable Use and Safety Policy  
Frazee-Vergas Public Schools Form 524A Internet Acceptable Use & Safety Agreement  
Frazee-Vergas Public Schools Form 524B Do(s) & Don't(s) for Information Technology Use