

Granite School District Web Page Guidelines

1. The purpose of school and district web sites is to improve communication with students, parents, and the community, and to assist students and schools in reaching their educational goals. Anything that conflicts with the educational mission of the schools is prohibited.
2. All school and district web sites must reside on district-owned, district-supervised web servers or on servers approved by the Director of Information Systems. A username and password will be given by the Information Systems Department for up-loading web sites and pages to the Internet.
3. At the school level, principals and their faculty designees are responsible for all web site content. At the district level, administrators have content responsibility. Students may participate in creating or maintaining school and district web sites only under direct supervision of a teacher or administrator.
4. Every school should have its own web site. Every school web site should be linked to the district's web site. Every school should have a staff member who serves as the school's designated web master or web representative with responsibility and control over the school's site.
5. Web sites must comply with Granite District policies and with local, state, and federal law. Plagiarism, violations of copyright law, and other illegal acts must be avoided. Teachers and administrators with responsibility for web page content must insure compliance with law and policy. Harmful, dangerous, or inappropriate information must not appear on school or district web sites.
6. Language used on school or district web sites must be appropriate, grammatically correct, and free of spelling errors.
7. The following disclaimer must appear on each school's lead page:

Granite School District and its schools are not responsible for information obtained through links to non-school, non-district sites. Please contact school or district web site staff if you are concerned about a link to a non-school, non-district site.

8. In order to protect the safety and privacy of students, the following restrictions apply:
 - A. Personal contact information about students must **never** be published on school or district web sites. Personal contact information includes student addresses, phone numbers, e-mail addresses, and any other personal information that could be used by unauthorized persons to make personal contact with a student.
 - B. Student names, student photographs, personally identifiable student work, information

about student participation in classes, activities, sports, projects, etc., may be published on school or district web sites, but **only after obtaining a signed release** from the student's parent or legal guardian. Without such written permission, no personal information about specific students can be used on school or district web sites - not even student names.

C. It is recommended that student last names should only be used when necessary.

D. In order to prevent unauthorized persons from identifying students by name and face, the names of students must never appear on the same web page as their photograph.

E. The above policy does not apply to secure school or district web sites where parents using a private PIN number can access information about their student's attendance, grades, assignments, etc.

9. No commercial advertising of any kind is allowed on school or district web sites. School and district web sites may not provide links to any commercial sites, including the sites of school business partners. School and district web sites may, however, provide non-commercial information about school/business partnerships, including company names and logos.

10. School and district web sites may not be used for fund raising without approval from the District's Advertising and Fund Raising Screening Committee.