

POLICY

Medford Township Board of Education

Section: Program

2361.1. STUDENT AND STAFF WEB PAGE DESIGN

Date Created: September, 2005

Date Edited: March, 2006

2361.1- STUDENT AND STAFF WEB PAGE DESIGN

The following policy guidelines are provided for all Medford Township Public Schools employees and/or students who intend to publish web pages. The purpose of classroom web pages is to support the district's and school's mission, provide a showcase for student works, and publicize information to the community at large. In addition, web pages may be used to provide access to educational resources, informational tools, navigational aids, and to further the professional growth and development of faculty and staff. Web pages are not mandated, and are created on a voluntary basis. Creators of web pages need to familiarize themselves with and adhere to the following policies, regulations, and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges and/or other more stringent disciplinary measures.

DEVELOPING DISTRICT WEB PAGES

A. Student Web Pages

1. Student web pages will be posted on their respective teacher's web page. Content of student web pages are to be developed under the supervision of their respective teacher and subject to approval by the building webmaster prior to publication.
2. In order for a student to revise his/her published web page, they must submit the revision to their respective teacher. The approved student revision will then be submitted by the teacher to the building webmaster for approval prior to re-publication.
3. Students may create a limited number of web pages as part of a class activity with teacher supervision. Material presented on a student designed web page must meet the educational

objectives of the class activity.

4. Student web pages for class projects must include the following notice: **"This is a student web page. Opinions expressed on this page shall not be attributed to the _____ School and/or the Medford Township Public School District."**

5. At the discretion of the teacher, the webmaster and/or administrator student web pages will be removed periodically.

6. All links to external sites (those outside of the MTPSD) must be evaluated thoroughly by the classroom teacher and the building webmaster. All student pages must include a link to the MTPSD disclaimer statement:

MTPSD DISCLAIMER STATEMENT

The pages and links on the Medford Township Public Schools' web sites are for educational purposes only. It is not the intent of the school district to promote, endorse, or discriminate against any commercial products or links to other sites containing pop-up advertising. Every effort has been made to ensure the accuracy of the information presented on these pages. Please make the webmaster aware if you identify any discrepancies and/or missing information.

Some links on the District's web pages may lead to information maintained by third parties; the district accepts no responsibility for the accuracy of information obtained, content contained, links, or e-mail spam that may be generated by visiting these links. Additionally, the Medford Township Public School District accepts no responsibility for any unacceptable or offensive material that these sites may contain. The district accepts no responsibility for any destruction to hardware or software caused by opening an item on one of the aforementioned links. Users are encouraged to contact the webmasters for those sites directly with any comments or concerns regarding such sites.

7. Student web pages may include **the first name only** of the student author.

8. Student web pages may not include any additional personal information of the student author such as but not limited to the following: address, names of other family members, names of friends, email address, phone numbers, etc.

9. Students are required to comply with all copyright laws. - Refer to District General Guidelines for Web Page - See Regulation _ pgs. 1-3.

10. All published web pages are the property of MTPSD. The district reserves the right to edit or remove all website

information at its discretion.

11. Student web pages are subject to conditions as stated in the District General Guidelines for Web Pages - See Regulation _ pgs. 1-3.

12. Student web pages will only be published if parent(s)/ guardian(s) permission has been granted through signing the Medford Township Public School District Student Media & Publication Consent Form.

Adopted: 19 September 2005

Revised:

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