

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: DISTRICT WEB SITE

ADOPTED: June 23, 2004

REVISED:

<p>1. Purpose</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">815.3. DISTRICT WEB SITE</p> <p>The Board recognizes that the availability of Internet access in the district provides an opportunity for stakeholders to contribute to the district's presence on the World Wide Web through the district's web site located at <a href="http://www.htsd.k12.pa.us">www.htsd.k12.pa.us</a>. This site provides information to the world about schools, curriculum, authorized activities and other information relating to the district.</p> <p>The district web site is a district publication and the webmaster has the primary responsibility for the district web site. Questions regarding content should be directed to the webmaster.</p> <p>The webmaster shall be responsible for the following:</p> <ol style="list-style-type: none"> <li>1. Reviewing every item to be published on the district web site, except classroom web sites and homework hot links.</li> <li>2. Ensuring that the district web site is maintained and that all district web publications, except classroom sites and homework hot links, follow published guidelines.</li> <li>3. Developing style and content guidelines for web materials consistent with this policy and related procedures.</li> <li>4. Collaborating with the administration, building principals and professional staff on the development of procedures for the placement and removal of web materials consistent with this policy.</li> </ol> <p><u>Posting Information</u></p> <p>Information shall be posted on the site by the webmaster and authorized building-level personnel designated as users and administrators. Those contributing to the site will familiarize themselves with and adhere to the standards and responsibilities of this policy. Failure to comply with this policy may result in the loss of contribution privileges or other disciplinary measures.</p>
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Those not directly involved in posting information may contribute to the site either by providing information to users, administrators or the webmaster or by being granted the status of user.

Information, Content, Visuals, Style and Safety Standards

Information posted on the site will be current and accurate. No information may be posted on the district web site except by the webmaster and those given authority to do so by the webmaster, as delineated in the district's administrative procedures.

Content will be held to high literacy standards, comply with law, and follow district web site regulations, as delineated in both the district's administrative procedures and the District Style Manual.

Content style will be consistent, as delineated in the district's administrative procedures and the District Style Manual.

A professional appearance will be maintained according to district procedures.

Measures to provide safeguards for students will be maintained according to district procedures.

Official Pages or Links

Official pages are those included as part of the district website. Links are those sanctioned by the district and coordinated by the web master.

New pages on, or official links from the district site, will be considered on a case-by-case basis in accordance with the following standards: approved links from the district site shall either advance the district's educational mission or provide information of public interest about or for the community. Sites containing profane, obscene or offensive language or images shall not be linked from the district's web site.

The building principal must approve new classroom pages.

Detailed, written requests for new pages or links must be submitted to the Web Site Subcommittee or other designated committee of the Technology Committee for consideration and approval.

Those requesting a new page must agree to abide by district policy and procedures.

Staff members shall be encouraged to seek to establish official classroom pages. The following applies to employees who choose to establish non-official sites when an official site is available:

1. No employee may use district assets to publicize, promote, announce or maintain a non-official site.
2. Employees who maintain a non-official, education-related site must include a disclaimer with all promotional material on the site that states that the district is in no way associated with this site and accepts no responsibility for it.
3. The district neither accepts responsibility nor assumes liability for non-official web sites.