

## **POLICY D 22: WEB SITE PUBLISHING POLICY PROCEDURES**

### **Responsibilities**

#### **Superintendent**

The Superintendent or his/her designee will be responsible for developing procedures, monitoring compliance, and following appropriate procedures and policy for issues involving discipline of faculty/staff. The superintendent or his/her designee will also be responsible for collecting data on use and misuse of the web site and monitoring and reviewing postings. A staff person may be designated to facilitate data and monitoring functions at the district or building level (district webmaster).

#### **Building Administrator**

The building administrator will be responsible for following appropriate procedures and policy for discipline of students for non-compliance. He/she will also be responsible for promoting use of the site for communication with parents and teacher use of the site for curriculum, and for monitoring compliance with this policy and procedures. The building principal may, in collaboration with the superintendent or his/her designee, designate a person to facilitate monitoring and promotion of the web site at building level (building webmaster).

The building administrator or his/her designee will maintain records of all parental permissions for web publishing at each school library, for review by teachers and school administrators.

### **Faculty Web Publishing**

District staff or faculty may apply for an account to author and post on the Burlington School District Web Site by submitting a request to tech support. Said account will be activated upon receipt of a signed written statement from the applicant stating that he/she has read, understood, and agreed to this policy and procedures.

### **Student Web Publishing**

Students may create web pages for publication on the Burlington School District Web Site as part of a school-related project or curriculum, subject to the following:

A faculty member with a web account is supervising and reviewing the student pages, and will only post pages which comply with this policy and procedures; and

Said faculty member has obtained and maintains on file written permission from parent/guardian (or student if at least 18 years of age) before any work is published.

### **Technical Standards**

Because of the rapid change of the internet and access, technical standards for all web pages will be set forth in a document to be reviewed yearly. The primary goal of setting such standards is to mandate page design with consideration for access of a wide variety of users, internal to the

district and across the community. It is expected that the vast majority of posted pages will be accessible to machines in the classrooms and libraries in our district.

**Examples of Web Technical Standards:**

Non-frame Pages

Options for non-java enabled pages

Short load times (10 seconds using 28.8 modem)

Small graphic files (<30K)

Clear navigation format

Clear link back to home page

Date Stamp

WebMaster e-mail link