

SCHOOL DISTRICT OF BAYFIELD

Web Page Publishing

Providing Internet access to students and staff of the School District of Bayfield allows them to access not only a vast multitude of informative and educational web sites, but also access the District published web site. The School District of Bayfield web site provides information about school curriculum, schedules, instruction, school-authorized activities, calendars, school board minutes and other general information relating to the Philosophy of Education of the District. The webmaster is responsible for maintaining the District web site and must make sure that all web published material abides by its policies and guidelines. .

COPYRIGHT COMPLIANCE:

To comply with federal law, no unauthorized copies of copyrighted materials may be knowingly produced or published via the District's equipment, including its web servers. Some specific fair use guidelines as taken from the Fair Use Guidelines for Educational Multimedia may be found at <http://www.utsystem.edu/ogc/INTELLECTUALPROPERTY/ccmcguid.htm> are:

LIMITATIONS – TIME, PORTION, COPYING FROM ANY ONE SOURCE

1. Motion Media: up to 10% or 3 minutes, whichever is less of the production being copied.
2. Text Material: up to 10% or 1000 words of the material being copied, whichever is less.
3. Music, Lyrics, and Music Video: up to 10%, but in no event more than 30 seconds, of the music and lyrics from an individual musical work.
4. Illustrations and Photographs: not more than 10% or 15 images, whichever is less.
5. Numerical Data Sets: up to 10% or 2500 fields or cell entries, whichever is less.

CAUTIONS

1. Exercise caution in using digital material downloaded from the Internet. Access to works on the Internet does not automatically mean that these can be reproduced and reused without permission or royalty payment. Be aware that some copyrighted works may have been posted to the Internet without authorization of the copyright holder.
2. Credit the sources and display the "trademark symbol or copyright symbol" and copyright ownership information, (year of first publication and name of the copyright holder) if this is shown in the original source.
3. The site must include on the first page a notice that certain materials are included under the fair use exemption of the U.S. Copyright Law and have been prepared according to the multimedia fair use guidelines and are restricted from further use.
4. If alterations are made to the copyrighted material, a notice that alterations have been made is needed.
5. Reproduction or compilation of copyrighted computer programs are outside the scope of the fair use guidelines and thus would be illegal.

SUBJECT MATTER

No individual or organization may publish personal home pages as part of the District web site. Exceptions may be granted for staff or student work related to a class project, course, or other school related activity.

Infringement of copyright laws or obscene, harassing or threatening materials on web pages can be in violation of local, state, national or international laws and can be subject to litigation by the appropriate law enforcement agency. Producers of all documents published on the World Wide Web will ultimately be responsible for what they allow users worldwide to access.

All communication via the District web pages must have no offensive content. This includes, but is not limited to, religious, racial, sexual, violent, profane and harassing content.

QUALITY

The District Administrator and webmaster shall have sole authority regarding all questions concerning the quality or propriety of the web site.

Users must exhibit care when creating web pages with extensive tiled backgrounds or large graphics. Such files require extensive download time, are frustrating for users and slow down the file servers. As a general rule, a web page should not take longer than thirty seconds to download over 28.8K modem connection.

All web page work should be free of spelling and grammatical errors. The webmaster is responsible for accuracy and presentation of the material.

STUDENT SAFEGUARDS

Student work may only be published if there is written permission from a parent and student via the Student/Parent Permission Form for the World Wide Web Publishing of Student Work (Exhibit 1). The permission slip must be signed and returned to the school before the work can be uploaded to the web site.

All parents will receive a letter indicating the student safeguards and policies regarding student privacy on the District web site. Students' parents will need to notify the District in writing if they do not wish to have their child's image appear on the web site. This list will be given to the webmaster and students should notify the photographer when they are in group photos so that an alternate photograph can be taken for the web site.

No phone numbers, addresses or email addresses of students' family or friends may be included on any web site (FTC Internet Privacy taken from www.ftc.gov web site.)

Web sites may not include any information that indicates the physical location of a student at a given time, other than attendance at a particular school or participation in a certain activity.

Group photographs of athletic teams and extra-curricular activities may be displayed but students will not be identified by name.

Photographs that appear in the newspaper may appear on the website without identifying names as listed in the paper.

Action photographs from athletic events or activities may be displayed on the website but students will not be identified by name.

Students' names may appear for recognition purposes but not as part of a photograph where they can be identified by their name.

All web pages will be hosted on District servers or servers that have been contracted by the District to host web pages.

STAFF AND STUDENT WEBSITES

No student or staff member shall post web pages representing the District on any other server. Misrepresentation of the District, regardless of intent, is a serious issue and may result in disciplinary proceedings. Personal web pages of staff or students, located on another server, may not refer to the District or any class within the district except for the purposes of an online resume or similar material.

LINKS TO AND FROM THE SCHOOL DISTRICT OF BAYFIELD WEBSITE

Due to the nature of the World Wide Web, the District cannot control links from personal web pages to the District website beyond what is reasonably allowed by current law.

In an effort to provide the best possible resources for students and in accordance with current state standards and practice, teachers may provide links to educational resources off the Bayfield website. The District will make every effort to ensure that sites linked off the District website are a pertinent and an appropriate enhancement to the District site. If material linked to the site is discovered to be objectionable, the link will be removed as soon as possible.

LEGAL REFERENCE: Title 17, U.S. Code (1976)
Public Law 96-517 (1980)
Technology, Education and Copyright Harmonization Act (2002)

CROSS REFERENCE: 361.1 Copyright
390 Exhibit 1 Student/Parent Permission Form for World
Wide Web

APPROVED: June 9, 2008