INSTRUCTION

Access to the Web

Roles and Responsibilities

The Morton Community Unit School District Web site is to serve as both a communication and instructional tool. The Web site shall have an editor who will be a district administrator, webmaster who will be over the technical standards of the site, and instructional supervisors.

Content/Educational Value

All content and links to external sites should support the learning process and be related to curriculum and instruction, extracurricular activities, or information about the school system. All information on the site must be believed to be accurate and fair and should not harm the reputation of any individual. It will be the responsibility of the editor, webmaster, and instructional supervisor to regularly review all content of their areas.

Privacy/Safety

Group images of students will be the only photographs allowed, but no names will be posted with the pictures. Student work can be published only with the student and parental written permission.

If grades, attendance, and other personal information are to be published for parents, a password system must be used. Student names will not be used to access the information only student identification numbers.

The district will not allow any student web sites to be linked to the district Web site. Faculty or Booster Club hosted sites directly related to their classroom or extracurricular activity may be allowed, but only with the approval of the Superintendent or designee. Faculty and Staff will not use their personal web sites to display student pictures, student personal information, or any school district information unless approved by the Superintendent. These approvals may be withdrawn at any time and without reason given.

Technical Standards

The webmaster will determine file sizes allowed to prevent overloading of the Web server. Web pages must be reviewed monthly to keep the site updated. An e-mail address or phone number must be placed on the district Web site for viewer questions or concerns.

Use of Commercial Sites

Third party commercial Web sites and services, including fundraising, will not be used without the approval of the Superintendent or designee.

ADOPTED: October 2, 2001
REVIEWED: December 5, 2006
REVIEWED: December 10, 2008