

Center Point Web Page Publishing Guidelines

The Center Point ISD website is for education use only. Contents of the site should give information and promote school activities (PTA, classes, staff, departments, sports, school projects, calendars, volunteering opportunities, etc.)

Each school principal must approve any web page design and information. Once the principal approves the web page it will be posted. The principal can re-assign the webpage to the webmaster as needed for approval of pictures, etc.

All webpages should be checked for the following by the principal and/or webmaster.

- content**
- functionality**
- validity**
- timeliness**
- follows district electronic use policy guidelines**
- has appropriate parent and student permissions on file with the webmaster**

The page will then be posted on the district's website by the Webmaster.

GUIDELINES:

No photograph of a student, either individual or recognizable in a group, may be included on a webpage without parental notification and permission. In a posed group photograph where students are recognizable, parental permission must be obtained for ALL students in the group before the photograph can be posted. A group photograph where students are not recognizable due to size or unseen face does not require permission forms. See the form for obtaining parent permission. No names may accompany student pictures – this is for all grade levels.

Student work products may be posted on a webpage with the following permissions and/or restrictions:

For Pre-K through grade 8, a student's work product can be identified with first name only and parent permission form is required. For grades 9-12, a student's work product can be

identified by either first name/last initial or first initial/last name and parent permission is required.

For Pre-K through grade 5, NO student photograph may accompany a student work product, unless it is a group photo of 3 or more students, none of whom are identified, and parent permission forms for ALL students involved are obtained. For grade 6-12, a student work product may be accompanied by photograph with written parent permission. NO NAMES may be posted with the display.

Student work must conform to copyright law as addressed in the CPISD Board Policies EFE. See the Technology Director for information in applying copyright law to specific situations.

Unauthorized use of copyrighted material is prohibited. Giving credit (web address or active link) to a company that has created a graphic, design, etc, for a school page may be allowed, unless the web filter blocks the site.

The following items MAY NOT be included on any webpage:

- 1. Student names on photographs, either individual or in groups.**
- 2. Student personal contact information of any kind.**
- 3. Any information which might present a risk to student safety.**
- 4. Links to staff, volunteer or student personal home pages.**
- 5. Links to “non-official” CPISD related sites that are hosted on remote/external (non-district) web servers. EX: athletic booster pages, PTA pages, teacher created classroom pages, etc.**
- 6. “Guest books”, “chat areas”, “message boards,” or similar.**
- 7. Links to sites that are not accessible inside the network (through the web filter).**

All links on webpages which link to content outside of the district website should have legitimate educational purposes. There should be a disclaimer of responsibility toward the content of the linked site. Make sure that any external link does not compromise CPISD’s standards.

NO advertising is allowed on any CPISD webpage.

All pages within the website must have a link back to the CPISD home page.

All organizational and teacher home pages must have a link back to the school's home page.

It is the responsibility of the page owner to periodically check links and notify the webmaster of dead links.

File Formats:

All documents intended to be read, viewed, or browsed on-line must be in (Microsoft Word or a PDF) HTML format, for text and tables, and GIF and JPEG for graphics.

Before using multimedia files (sound files, animated gifs, video clips), authors should check to see if such formats are supported on the network.

All files should be kept to a minimum in terms of space required, so as not to overload or fill the webserver storage capacity. Multimedia clips should be used only where essential.

Images should be as small as possible. As a general rule, images should be no larger than 50k.

******Care should be taken to make sure that images used in any webpage are not copyrighted. If there is any question, do not use the image. Permission to use copyrighted images should be obtained in writing and must be cited with the image on the webpage. All permissions must be on file with the technology director before publication.**

When designing webpages, keep in mind that many computers may not have the capability to download large files and/or images.

Files hosted on the CPISD web server and hyperlinks from these files should not contain information that is in violation of (promotes the violation of) any district policy or regulation nor any local, state, or federal regulation or law.