Policy 630 - District Web Page
Procedures

I. **Procedures:**
    In the interest of maintaining a consistent identity, professional appearance and ease of use and maintenance, the following procedures are established for all Northfield School District web pages.

    These procedures will be evaluated and updated as needed in response to the changing nature of technology and its applications.

    A. Content Standards
    1. All teachers and specialists will be provided with a website that they must maintain. Minimum page content includes staff name, email address, phone number and contact information, class schedule and link (if available) to shared department pages.
    2. Departments may have a shared page, but individuals must still maintain their individual staff web page and create links to the shared location.
    3. Teachers may not give permission to any other individuals to maintain their websites.
    4. Teachers must follow district policy to obtain parent permission before any published information by or about students, including pictures or first names, will be released. At no time are student's last names to be used in identification.
    5. Teachers may set up Class Projects on their websites and give students' access to their own pages at the Class Projects site for classroom activities only. The web master in each school will set up student access. Students will not post any personal information or pictures of themselves (home addresses, phone numbers, email addresses, etc.). At the end of each project, student access will be removed. The classroom teacher is responsible for all content that is posted by students and must regularly check on what is posted.
    6. There will be no personal references made about staff or students (i.e., home phone numbers, addresses, names of other family members, etc.).
    7. Published e-mail addresses will be restricted to those of staff members.
    8. Teachers may not create web sites at web domains other than District locations and link them back to the NPS web domain, unless they support classroom instruction (e.g. Blackboard, Quizlab).
    9. Sports coaches and Activity coaches will be provided a website that they can maintain.
    10. At the request of the coach, the web master can give access to designated parents or students to maintain those websites. However, the coach is still responsible for all content that is posted by whoever is maintaining the web site and must regularly check on what is posted. Should there be any question about what is posted on the website, the coach has the final say and responsibility. If responsibility for the website changes or ends, it is the coaches responsibility to notify the web master.
    11. Coaches may not create web sites at web domains other than District locations nor give permission to anyone else to create web sites at other domains. Activity web pages will not be linked to any other web domain other than the Minnesota State High School League.
    12. It is the Activities Office's responsibility to follow the district policy and obtain parent permission before posting pictures of students on their web sites. If student names will be posted on activities web pages, parents must have prior advisement, via parent signature on activity registration forms.
    13. No advertisements of any kind will be allowed or linked to.

14. All work must be free of any spelling or grammatical errors.
15. Documents may not contain any objectionable material. This includes religious, racial, sexual, violent or profane material.
16. No unlawful copies of copyrighted material may be produced or transmitted.
17. Any information or pictures posted at a Northfield Public School web site is the property of the Northfield Public Schools. Permission for use of any of the information needs to be granted by the web master.

B. Technical Standards
1. 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 file servers. Graphics files should be under 60K in size unless a special situation exists that requires a larger graphic. Music or video files must be under 7MB.
2. The staff member who is publishing a page will edit and test the page for accuracy of links and check to see that content standards outlined in this policy have been observed.
3. Web pages may not contain any student e-mail address links, any survey-response links, or any other type of direct-response links.
4. All web pages must provide links that return users to their main school page and District Home page.