

CPSB Web Publishing Policy

→Purpose

Calcasieu Parish School Board provides an educational opportunity for students and staff to contribute to the school system's presence on the World Wide Web (WWW) through the availability of Internet access. The Calcasieu Parish School Board (CPSB) Web Server is a vehicle for providing two-way communication for the purposes of disseminating and sharing information about the district and its schools within the system as well as within the community. Publishing privileges are provided to school board staff through individuals who have been certified and authorized by the CPSB. Posting permission and content are maintained at the discretion of the CPSB and site administration. Creators of web pages need to familiarize themselves with and adhere to the following policies. Failure to follow these policies may result in the loss of authoring privileges and/or other disciplinary measures. The CPSB is committed to WWW publishing that supports the mission of CPSB, is in good taste and of superior quality, and compliments the strengths of the school system.

→Content Standards

- All subject matter published on the CPSB Web Server should relate to curriculum, instruction, school-authorized activities, and general information that is related to the school system.
- The CPSB Web Server will not be used for financial gain, fund-raising, political advertising, issue advocacy, or the posting of copyrighted images, text, sound files, or software.
- Copyright laws must be followed.
Reference the following sites:

Copyright Bay at <http://www.nmjc.cc.nm.us/copyrightbay/coprby.htm>

FNO at <http://www.fno.org/jun96/legal.html#Concept>

Nebraska at <http://www.unl.edu/websat/use.html>

- Personal information should not be included. Phone numbers and email links should be limited to the ones used within the system.
- Photos of individuals and groups may be included only with a written release form signed by the parent(s) or legal guardian. Links to retail sites and political promotions are not allowed.
- Official school web pages must be published to the CPSB Web Server only.

→Quality

Documents may not link to or contain inappropriate material. The decisions of the CPSB site administration will be final when questions arise related to the quality or propriety of Web pages published on the CPSB Server.

→Ownership and Retention

By submitting content to the CPSB Web Server, you grant Calcasieu Parish Schools the world-wide, royalty-free, and non-exclusive license to reproduce, modify, adapt and publish the content solely for the purpose of displaying, distributing and promoting your web pages on the CPSB Web Server and other media. This license exists only for as long as you continue to maintain web pages on the CPSB Web Server.

You acknowledge that CPSB does not pre-screen content, but that the CPSB and its designees shall have the right (but not the obligation) in their sole discretion to refuse or remove any content that is available via the web server. Without limiting the foregoing, CPSB and its designees shall have the right to remove any content that violates district policies or is otherwise objectionable. You agree that you must evaluate, and bear all risks associated with the use of any content, including any reliance on the accuracy, completeness, usefulness or copyright of such content.

→Student Safeguards

1. Web page documents may include only the first name and initial of the student's last name with documented parental permission.
2. Student phone numbers, addresses, or names of other family members may not be included.
3. Students may not establish email accounts for use at school.
4. A signed release from the parent/guardian must be on file in the school for the use of recognizable student photos, student creations, and/or products. Access form here <http://www.cpsb.org/system/policies/aup.pdf> or see [Appendix A](#).
5. Student schedules or any information that identifies a student's location during the school day may not be published.

→ Responsibilities

1. Principals are responsible for gathering signed CPSB Web Publishing Policy forms from publishing staff members.
2. Staff will ensure that web pages including information about students, student names (first name and last initial only), or identifiable photos require a signed parent release form are on file in the school.
3. Staff will use appropriate language, spelling, and grammar.
4. Staff will follow copyright and permission laws when publishing web pages.
5. Staff will not allow students to upload files.
6. Staff will safeguard passwords. Only the authorized staff member may publish to his or her account.

→ Publishing Process

A. Technical Standards

File Rules

- Save all of the files in one file folder
- Keep pages and directory names in lower case letters
- All web pages must have the extension .htm or .html
- Do not use spaces in naming pages or directories
If necessary, use underscores to make filenames clear.
 - Example - “tech_plan”

Organization and Structure Rules

- The main page is to be saved as “index.html.”
- Each staff person will maintain his/her web page links and images directory.
- Maintain an email link on main page so others may contact you.

Graphics Rules

- All graphics are in the GIF or JPEG format.
- Graphics and photos should be optimized so that they are displayed on a viewer's screen as quickly as possible. Graphic files should be kept to 30K or smaller for maximum efficiency.
- Animated GIFs on web pages greatly increase download times and should be limited if they are used at all.

Content

- Time sensitive information (calendars, special event descriptions, etc.) must be current.
- Student listings shall consist of first names and last initials only.
- Student pictures are allowed only if a release form, signed by a parent or legal guardian, is kept on file at the school.
- Do not underline anything that is not a link.

B. Uploading Procedure --

<http://www.cpsb.org/system/policies/uploadingprocedures.pdf>

- **Appendix A – [Parent Release Form](#)**
- **Appendix B – [Staff Web Publishing Policy Form](#)**
- **Appendix C – [Web Content Checklist](#)**
- **Appendix D – [Staff Member AUP Form](#)**
- **Appendix E – [Student AUP Form](#)**

Parent Release Form for Published Student Information

Name of Student _____

I give permission for my child to be photographed and/or recorded on video in connection with Calcasieu Parish School System activities. My signature on this form indicates approval for the student's name (full first name and first initial of last name), picture, art, written work, voice, verbal statements or portraits (video or still) to appear in the school or district's publications, videos, or website. These pictures and articles may or may not personally identify the student. I understand that all photos and videos will become the property of Calcasieu Parish School System.

I understand and agree to the above stated conditions, and give my permission for my child to participate.

Parent/Legal Guardian(please print) _____

Signature _____

Date _____

Staff Web Publishing Policy Form

I have read the Calcasieu Parish School Board Web Publishing Policy Guidelines. I hereby agree to abide by those standards, restrictions, and obligations. I will maintain high Web Publishing standards and guard my site password with the utmost security.

Employee/Staff (please print): _____

Employee/Staff (Signature): _____

Date: _____

Principal (Signature): _____

Date: _____

Web Content Checklist

The Page includes:

- the main school page should include school name, principal's name, street address, city, postal code, telephone number and fax number of the school.
- list of contents of subsequent pages.
- contact information for difficulties in accessing data.

Content has been reviewed to insure that:

- information is accurate and grammatically correct.
- signed release forms are on file if pictures or work of students or staff are used.
- any published work is within the bounds of good taste.
- each page has a link that leads back to the first page or opening page.
- content is kept up-to-date.

Web pages do not include:

- any student's last name, identifying characteristics, address, phone number, or e-mail address.
- any text, graphics, audio or video to which copyright permission has not been obtained.
- any material which might be considered inappropriate.
- any links to resources that are not of educational value to the user.

Calcasieu Parish School Board

Acceptable Use Policy for Internet and District Network Resources

Introduction

Internet access is available to students, employees and guests in the Calcasieu Parish School System. System email accounts are only available to employees. We are very pleased to bring this access, and we believe that the Internet offers vast, diverse, and unique educational resources to all participants.

The Internet is an “electronic highway” connecting billions of computers and individual subscribers all over the world. Our goal in providing this service to students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, employees and guests will improve learning and teaching through research, teacher training, communication, collaboration, and dissemination of successful educational practices, methods, and materials.

Terms and Conditions are provided so that Internet users are aware of the responsibilities they will assume when using this CPSB resource. Responsibilities include efficient, ethical, and legal utilization of the network resources. The user's signature on the attached contract is legally binding and indicates that he/she has read the *Terms and Conditions* carefully and agrees to abide by them.

Terms and Conditions

1. Personal Safety and Privacy

- a. Users will not publish online any personal contact information (e.g., address, phone number) about themselves or any other person on any CPSB webpage. Calcasieu Parish School Board home pages will use Calcasieu Parish School Board phone numbers and cpsb.org email addresses. Personal photos and work can be published if a signed district release form is on file.
- b. Users will not agree to meet with someone they have met online without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the network, any computer system or another person's account or files.
- b. Users will not intentionally attempt to disrupt or intentionally disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. Users will not engage in any illegal acts, such as selling drugs, engaging in criminal gang activity or threatening the safety of a person or persons, etc.
- d. Users will not attempt to impersonate another individual or organization using CPSB network or other technology resources for any reason (ie. “phishing”).

3. Security

- a. Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should users give their password to another person nor post the password in written form where it can be easily seen by others.
- b. Users will log off or lock their personal accounts when away from the computer for more than a few moments to prevent unauthorized access.
- c. Users will immediately notify school authorities if they have identified a possible security problem. However, testing or purposely looking for possible security problems may be considered as an illegal attempt to gain access. Any security concerns should be addressed to the CPSB Tech Support Center.
- d. Users will avoid the spread of computer viruses by installing and maintaining up-to-date antivirus software provided by the district.
- e. Users will only use memory storage devices (ie. disks, CDs, pen drives, etc.) that

have been scanned and found to be free of viruses.

- f. Users will not download and install unnecessary programs from the Internet since most of this installs “spyware” on the computer and hinders the performance of the computer (ie. Toolbar helpers, email add-ons, screen savers, search engine assistants, pop-up blockers, etc.).
- g. Users should be aware that the CPSB network, Internet use and system email is maintained and regularly monitored for inappropriate use. If any misuse is detected by the staff, appropriate action will be taken against the person or persons involved.
- h. Users are not allowed to install software to capture or monitor the computer activity of other users on the network or network traffic. Only authorized CPSB tech support staff is permitted to do this in the course of administering the network.

4. Network

- a. All computers are to be setup and maintained with connection to the CPSB domain for network administration and security. Removing a computer from the CPSB domain without the permission of a CPSB tech support staff member will be considered an act to circumvent district network security and is strictly prohibited.
- b. All wireless devices on the CPSB network will be setup by an authorized CPSB tech support staff member. All wireless devices purchased must be equipment approved by the network department. No unauthorized wireless devices will be attached to the CPSB network and doing so will be considered a network security breach and dealt with accordingly.
- c. Network bandwidth is a limited resource of which must be conserved to serve all of the network needs of the district. Users must understand that listening to online radio stations, viewing streaming video sites, and downloading very large files, etc. will be considered a misuse of this limited resource.
- d. Important information regarding the CPSB network will be sent out to all employees from time to time during the year addressed from the email account “tech.help@cpsb.org.” It is the responsibility of all employees to open and read all emails from this account and then act accordingly. Excuses such as “not reading” or deleting the messages from this account will not be acceptable.

5. Inappropriate Language

Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional, or disrespectful language. This includes personal attacks or harassment of another person.

6. Resource Limits

- a. Users will use the system email, Internet and network resources only for educational and professional development activities. Personal use of these resources is prohibited.
- b. Users will avoid downloading large files.
- c. Users will not post or forward email “chain letters” or send annoying or unnecessary messages to others.
- d. Users will not use district email to mass email and “spam” any users (internal and external) with unauthorized communications or solicitations.
- e. Users will download and remove their email and sent messages from the server frequently.
- f. Users will subscribe only to high-quality discussion group mail lists that are relevant to educational or professional development activities and not subscribe others without their consent.

7. Access and Use of Materials

- a. Users will not take the ideas or writings of others and present them as if they were their own.

- b. Users will respect copyrighted materials and other intellectual property. Users may not duplicate, copy or distribute electronic resources without the appropriate permissions, documentations or citations.
- c. Users will immediately report to school authorities any website they access with inappropriate content.

8. Consequences of Misuse

- a. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of privileges and/or other disciplinary action as deemed appropriate by administration, faculty, and staff.
- b. Users should expect no privacy of the contents of personal files and email on the district system. Messages relating to, or in the support of, illegal activities must be reported to the authorities.
- c. The Calcasieu Parish School Board allows for the suspension of inappropriate or illegal use of the Internet by students and employees. Other disciplinary action may also be warranted.
- d. Misuse of the system can result in possible legal action and/or prosecution, and will require restitution for costs associated with system restoration, hardware, or software costs.
- e. Users bringing illegal and/or inappropriate materials into the system's electronic environment will be subject to disciplinary action.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District uses a variety of vendor-supplied hardware and software. Therefore, the District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the District warrant that the system will be uninterrupted or error-free, nor that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's computer systems and networks.

Employee/Guest Internet and District Network Resources Contract

I have read the Calcasieu Parish School Board Internet and District Network Resources Terms and Conditions. I hereby agree to abide by those standards, restrictions, and obligations. I understand that I am responsible for the appropriate use of any CPSB electronic devices under my supervision and the content on those devices. As an employee, I agree to instruct the students on acceptable, appropriate, safe, fair and legal use of the Internet and District Network Resources and proper Internet etiquette. I agree to use reasonable care to supervise and protect the students.

Employee/Guest Name (please print): _____

Employee/Guest Signature: _____

Date: _____

Student Internet and District Network Resources Contract
Please return only this page to your assigned teacher

Last Name: _____ First Name: _____

Student ID Number:

**STUDENT CONTRACT AGREEMENT AND APPLICATION FOR CALCASIEU
PARISH SCHOOL BOARD INTERNET AND DISTRICT NETWORK ACCESS**

Directions: After reading the Calcasieu Parish School Board Internet and District Network Resources Terms and Conditions, please read and fill out the appropriate portions of the following contract completely and legibly. The signature of a parent or guardian on the Parent Contract is also required.

I have read the Calcasieu Parish School Board Internet and District Network Resources Terms and Conditions. I understand and will abide by the stated *Terms and Conditions*. I further understand that violation of the *Terms and Conditions* is unethical and illegal. Should I commit any violation, my access privileges may be revoked and/or school disciplinary action or other appropriate action may be taken.

User Signature: _____

Date: _____

Parent Internet and District Network Resources Contract

As the parent or guardian of this student, I have read the *Terms and Conditions* of the Acceptable Use Policy. I understand that this access is designed for educational purposes and Calcasieu Parish School Board has taken available precautions to monitor safe and appropriate student access.

However, I also recognize it is impossible for Calcasieu Parish School System to restrict access to all controversial materials. I will not hold the Calcasieu Parish School System responsible for materials acquired on the network. I understand that my child will be held responsible for any disregard of the Acceptable Use Policy. I hereby give permission for my child to have school use of the Internet and District Network Resources.

Domiciliary Parent or Guardian (please print):

Signature: _____

Date: _____

Daytime Phone: _____ Evening Phone: _____