



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

District and Campus Web Page Standards

2011-2012

The Technology Department, along with the Superintendent and the District Public Information Office are responsible for all content on the District website. SchoolWorld is our current web hosting provider and all pages will be hosted by them during the 2011-2012 school year.

Each campus and department will be responsible for maintaining their respective web site and web pages that are hosted through SchoolWorld for South San Antonio I.S.D. students, staff, and administrators. Each campus and department will:

1. Identify a website content manager for the campus or department. The website content manager will be responsible for maintaining and updating the content on their campus or department website and will coordinate the screening, uploading of images, documents and videos of web pages developed by other personnel in a campus or department.
2. The website content manager will attend training offered by the Technology Department in the web hosting product, web design and maintenance.
3. All District-owned or District-sponsored web pages will reside on the web hosting product (School World) which maintains the districts' URL <http://www.southsanisd.net>.
4. Campus and department web pages will be updated on a regular basis to keep information current.
5. Links from web pages on the District website will not lead to commercial web sites that advertise a product or service unless approved by the Superintendent or the Technology Department. At no time should such links be used for personal gain.
6. Student access to the web hosting program will not be allowed unless that student is enrolled in the high school web mastering class for that current academic year, and all content must be pre-screened by that teacher prior to posting.
7. The District reserves the right to remove and/or not post any pages to the web hosting product that may be deemed to be legally, morally, or ethically inappropriate, or any page that is not in the best interest of the District. All links to all pages must meet the legal, moral and ethical standards of the District and be in the best interest of the school district as a whole. No one has the right to intentionally delete another person's work on the web unless decided on by the Superintendent, the Director of Technology, and/or the District Public Information Office.
8. Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the owner(s) or individual(s) the copyright owner specifically authorizes may upload copyrighted material to the system.
9. No original work created by any District student will be posted on a web page under the District's control **unless the District has received written consent from the student** (and the student's parent) that has created the work. Student vital information and/or individual pictures of students under the age of 18, without express permission by parents or legal guardians, are strictly prohibited. Group pictures without accompanying identification will be acceptable. No student addresses or phone numbers will be allowed.
10. None of the District pages can be copied electronically for alternative uses, reused or modified in any way without the express permission of SSAISD. No individuals or groups may post any of these pages as their own creations on any search engines or electronic databases without the express permission of the District. No copyrighted material can be used unless the author gives express permission.

The SSAISD Technology Department may terminate the availability of the web page or web hosting product or any portion of the above at its sole discretion. The web page standards will be periodically reviewed and may be modified as new situations arise or as the technology changes. Determinations may also be made on whether specific uses of the web technology are consistent with these standards.