

LITTLESTOWN AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: WEBSITE USE AND LINKING

ADOPTED: April 16, 2001

REVISED: August 1, 2008

815.1. WEBSITE USE AND LINKING	
1. Purpose	The Board recognizes that many K-12 school districts, colleges and universities, technical schools, and businesses establish and maintain web sites on the World Wide Web. The purpose of the Littlestown Area School District web site shall be to serve as a public information vehicle subject to the guidelines established through this policy and other approved district policies. The purpose of this district web site is not to be inclusive of all available materials, nor does it claim to prevent students from moving beyond the scope of the web site to materials which have yet to be evaluated.
2. Authority	The web site is the property of the district. The district reserves the right to edit or remove materials and established links from the district web site at its sole discretion.
3. Definition	The district web site includes all of the web pages developed by district staff members and students and accessed at http://www.lasd.k12.pa.us . Web site links to the district web site include all non-district web pages that may be electronically accessed directly from any part of the district web site by pointing and clicking on the URL as listed on the district web site.
4. Guidelines	<p>The district web site shall be used in a positive manner to support communications and research for students, teachers, administrators, support staff, and the community.</p> <p>The school district shall employ reasonable precautions which attempt to ensure that the district web site includes materials which comply with copyright laws and the privacy rights of others.</p> <p>The district shall make every reasonable attempt to ensure that the content of the district's web site is educationally sound and does not contain links to any questionable material or anything in violation of district policies.</p> <p>The Littlestown Area School District will enforce the operation of the technology protection measures during any use of computers with access to the Internet. In addition, the online activities of minors are subject to monitoring.</p>

Art work, writing, or other projects must also secure the written permission of the parent/guardian and student before they are posted on the web site. No personal contact information about the student such as home address, phone number, or e-mail address will be given. The work will appear with a copyright notice prohibiting the copying of such work without written permission. In the event that anyone requests such permission, those requests will be forwarded to the parent/guardian. All such work will be removed from the web site at the end of the current school year.

Personal electronic publications such as student or staff personal web pages or resumes shall not be linked to or included in any part of the district web site. Staff may establish personal web pages for specifically defined educational activities.

Electronic publications created by students as part of a class or school activity may be linked to or included as part of the district web site provided that they are created under the supervision and direction of a professional staff member and reviewed for personnel, technology, and federal/state programs, and comply with other guidelines contained within this policy.

Requests for links to the district web site and requests to link the district web site to another non-district web site shall be acted upon in the following manner:

1. Links requests to or from another educational institution, non-profit organization, or non-commercial entity web site shall be reviewed by the Coordinator of Computer Services & Technology for personnel, technology, and federal/state programs and the Network Administrator and approved if considered to be appropriate to advance the educational nature of the district web site.
2. Links requested to or from another business, for-profit organization, or commercial entity web site shall require a written request by the host webmaster stating the purpose and nature of the link. Upon receipt of the written request, the request shall be initially reviewed by the Coordinator of Computer Services & Technology for personnel, technology, and federal/state programs and Network Administrator and, if recommended, referred to the Superintendent's office and Finance, Personnel, and Operations Committee for approval. Final approval of such a request shall be required from the Board before a link in this category is established.
3. Permission to link the web site of the district to another site shall only be done in instances where it is deemed appropriate and beneficial to the district to provide information about the district to visitors at the other web site. Links shall not be done in such a manner as to suggest that the district endorses any

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commercial products or services provided by the entity to whose web site the district web site is linked.

In determining whether a proposed link with a web site is appropriate, the webmaster shall consider whether the other web site is consistent with and in furtherance of the district's purpose of providing staff access to resources which relate to teaching, research, or professional development and of providing students access to resources which are curriculum related and enable research, development, distance learning, and other educational activities.