

Creators of web pages need to familiarize themselves with - and practice - the following standards and responsibilities:

- All web pages must comply with all policies and regulations of the district and all state, federal and international laws concerning copyright, intellectual property and use of computers.
- All content must be appropriate, decent, in good taste, and not intended to harass, demean or offend individuals or groups. Offensive content includes, but is not limited to materials, which offend religious and racial groups, constitute sexual harassment, or contain violence and profanity.
- Correct grammar and spelling should be used, documents should be of high quality in both style and presentation. Any unedited work by students will be identified as such.
- Web pages must include a statement of copyright, when appropriate, and indicate that permission has been secured to include copyrighted materials. All sources should be cited regardless of copyright.
- Factual information must be able to be documented.
- All web pages must identify affiliation with the School District.
- All web pages must provide a link to the school or Department's home page, and contain clear navigational links.
- Commercial use is prohibited.
- All web pages must comply with the School Board policies, administrative regulations, these Web Publishing Guidelines, and other district guidelines provided for specific levels of publishing.
- The viability of links from Web pages that were not created by the district cannot be guaranteed.
- All links will be tested for accuracy.
- Web pages may not contain links to other pages that are not yet completed. If further pages are anticipated but not yet developed, the text that will provide the link can be included, but the link may not be made "hot" until the further page is actually in place.
- Any deliberate tampering with or misuse of district network services or equipment will be considered vandalism and will be handled according to the school discipline code.
- The use of a web page for political lobbying activities is prohibited. Engaging

Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act

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in non-school related fund-raising is also prohibited.

- No student Email address, whether a personal or district account, may be listed on any web page. Official district email addresses of staff may be published on the website.
- Web pages shall not contain personal student information. First names may be used if permission is granted by parents/guardians. The building principal is to be contacted as the consultant in special circumstances where awards or events warrant publicity of this nature.
- Web pages may contain pictures of students and staff involved in school-related activities only. Student pictures may appear only if permission is granted by their parents/guardians.
- Non-school related student work shall not be published.

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