

ACCEPTABLE USE POLICY  
Addendum: Educational Internet Publishing

A. GENERALLY

The administration of Tazewell County Public Schools determined it is desirable for the school division, as well as, individual schools to have a presence on the Internet. The purpose of this Internet Publishing Addendum to the Acceptable Use Policy is to address the issue of Internet publishing by Tazewell County Public Schools, other policy provisions to the contrary notwithstanding.

B. LOCATION OF WEB PAGE FILES

All school web pages must reside on the Tazewell County Public Schools Internet server. School web pages may neither link to nor include personal web pages of staff or students.

C. CONTENT OF SCHOOL WEB PAGES

Information and links on Tazewell County Public School web pages are limited to:

1. General information of interest to students, parents, teachers, administrators, and community members
2. Activities of school sponsored organizations
3. Curriculum and instructional material

D. PERSONAL INFORMATION

Web pages may contain the first and last name of a student and his/her club or class affiliation or award.

Web pages may contain the image of a student that allows identification by reasonable means provided proper consent is obtained.

No personal information displayed on a web page may be more specific than allowed by this policy.

E. STUDENT WORK

Web pages may include student work provided the work relates to a class project or other school-related activity and provided proper consent was obtained. Examples of student work include poems, short stories, and works of art.

F. RESPONSIBILITIES OF THE BUILDING PRINCIPAL

The responsibilities of the building principal include:

1. Designating students and teachers to serve as web page developers
2. Reviewing and approving web page content before publishing the web pages on the Internet
3. Ensuring that all information included on the school's web page is in accordance with the Acceptable Use Policy Publishing Addendum and with the Acceptable Use Policy in general.
4. Any other action relative to the web page deemed necessary by the building principal.

G. RESPONSIBILITIES OF THE WEB PAGE DEVELOPERS

The responsibilities of the web page developers include:

1. Prior to publishing personal information, obtaining written consent for all students whose image is to be included on web pages before the image is published. Consent must be obtained from a parent/guardian indicating approval and waiving liability. (Sample letter attached)
2. Ensuring that no personal information included on the web page is altered, falsified, or misrepresented in any way. Libel, slander, or other violation of a person's rights is prohibited. All personal information included on web pages should be displayed in the spirit intended by the student and his/her parent/guardian.
3. Ensuring that student work is posted with care. Web page editors must have permission from the student and parent/guardian before publishing the work. Plagiarism is prohibited.
4. Ensuring that all information included on the school's web page is in accordance with the Acceptable Use Policy Publishing Addendum and with the Acceptable Use Policy in general.

Dear Parent and Guardian,

As you may or may not know, our school publishes a web page on the Internet. Publishing a web page is similar to publishing a newspaper with text and/or pictures. Just as anyone may read an article in a newspaper, anyone with access to a computer and the Internet may read our web pages.

The Tazewell County School Board has adopted a web publishing policy, which is a set of guidelines governing what may and may not be included on school web pages. We have attached a copy of the policy to this letter. In accordance with this policy, neither a photograph of a student nor any example of his/her work may be added to the web page without prior consent from a parent or legal guardian.

School web pages are public documents welcoming the outside world to the school. The Tazewell County School Board has approved the guidelines for school web pages. The information included on the web pages must support the educational goals of the school system. The web page's main purpose is to introduce outside visitors to the school, its programs, and the achievements of the students. We hope that the proposed web pages will meet these criteria and that you will allow your child's picture or work to be included.

Sincerely,  
[ *Principal* ]

*(Please complete **only one** section below and return this complete page to your student's school.)*

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I do not grant permission for \_\_\_\_\_'s photograph or work to be published on the web pages on the Internet as outlined in the Acceptable Use Policy Publishing Addendum.

\_\_\_\_\_ Parent/Guardian's Signature

\_\_\_\_\_ Student's Signature

\_\_\_\_\_ Date

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I grant permission for \_\_\_\_\_'s photograph or work to be published on the web pages on the Internet as outlined in the Acceptable Use Policy Publishing Addendum.

\_\_\_\_\_ Parent/Guardian's Signature

\_\_\_\_\_ Student's Signature

\_\_\_\_\_ Date