

Lee's Summit R-7 Web Page Guidelines

The Lee's Summit School District will support web pages that are built using Microsoft Word 2000 or 2003 or Microsoft FrontPage 2003. Please review the LSR7 Web Page Guidelines below before publishing your page on the Web.

Steps to getting your web page published on the LSR7 web server once your page is built:

- Fill out the Request for Web Folder form and send to Amy Gates at Central Office.
- Allow two weeks for the request to be processed.
- You will be notified via email how to map your drive to the web server where your folder is stored.

Subject Matter

- All subject matter on web pages should relate only to curriculum, instruction, and school-authorized activities at both building and/or district levels.
- Neither staff nor students may publish (utilize district web servers) personal pages for other individuals or organizations not directly affiliated with the District.
- Neither students nor staff may use the District's web pages to promote outside businesses.
- Web pages may not contain objectionable material or point directly to objectionable material.
- No personal student information can be posted, with the exception of student work and/or name if permission has been granted.

Required Information - Staff Authored Web Pages

The following information is required for all LSR7 individual web pages including: classrooms, departments, grade levels, activities, organizations, sports, etc.

- The name of the main page should be:
 - Default if using Microsoft Word
 - Index if using Microsoft FrontPage
- The teacher should only place their classroom web page inside their individual web folder
- Sport, grade level, activity, department, etc. pages should only be in the designated school folder (NOT located in a teacher's individual web folder)
- A link back to the home/school page
- External link disclaimer on all pages that link to outside sources
- Copyright Notice on all pages
- Follow web guidelines for posting student pictures or work
- Material should be kept up-to-date (Remember, only put items on that you can maintain.)
- Avoid dead links or links under construction
- Load time requirements - pages should load quickly when accessing them from a 56K modem
- Credit for sources must be followed

Required Information - Building Web Pages

The following information is required for all LSR7 school web sites:

- Building name
- Building address

- Phone number
- Administration information
- Staff voice mail numbers
- Staff e-mail addresses
- Link to the building report card
- External link disclaimer on all pages that link to outside sources
- Copyright Notice on all pages
- Follow web guidelines for posting student pictures or work
- Link to the Partners in Education page
- Link to the Lee's Summit School District's website <http://www.leesummit.k12.mo.us>
- Load time requirements - pages should load quickly when accessing them from a 56K modem
- Avoid dead links or links under construction
- Credit for sources must be followed

Affiliate Links and Hosting

Links from District web pages that are not specifically curriculum-related will require Central Office approval. Only links, which are “affiliated with the District and not for profit”, will be considered. This includes clubs and other organizations not sponsored by district employees, but affiliated with the District. Non-curricular materials should be limited to information about youth activities, agencies, or organizations that are known to be non-sectarian, exclusively devoted to community interests or child welfare, are non-profit, and non-discriminatory. Affiliated links that do not reside on the district server must include the “external link” disclaimer.

PTA and Booster Club pages, not hosted on the District web server, can be linked from building or district web pages without Central Office approval, providing that the link is accompanied by the “external link” disclaimer.

PTA and Booster Clubs may host their web page on the District site if a district staff member maintains that site and follows the District Web Page Guidelines and Acceptable Use Procedures.

External Links

External links should be district, school or curriculum related. All pages with links pointing to web sites that reside and are maintained on outside servers must include a written disclaimer alerting users that the link points to an outside source.

The following disclaimer should be used:

This page contains links to outside sources. The Lee's Summit R-7 School District is not responsible for any content housed/published on those sites.

Copyright of Student/Staff Work

All pages must contain copyright information. One of the following two sample statements may be used:

- Copyright Notice: No portion of this page may be copied without permission of the web page author. Contact _____ (include email address, as well as, name and school phone number)
- Copyright Notice: This material may be freely copied.

ALL student work posted on the Internet must be accompanied by the following statement:

- Copyright Notice: This student work is copyrighted and permission will not be granted for use.

Permission Form (Release Form) for Posting Student Work and Pictures

Before posting a student's information, name, individual picture, or work (video or audio files, art or written work) to any web page on the District server, a permission slip must be obtained from his/her parent/guardian.

Please use the Elementary Parent/Guardian Permission Form and Secondary Parent/Guardian's Permission Form to obtain parent/guardian permission.

Credit for Sources

Web developers should be prepared to show documentation* that materials posted on their web pages are copyright free or permission to use other's materials on their web page has been granted.

*Please retain print copies of documentation pertaining to copyright permission.

Maintenance of Web Pages

Building web managers are responsible for the publishing and maintenance of their individual school web sites. Pages should be checked monthly for dead links, appropriateness, and relevancy.

Staff members are responsible for publishing and maintaining their individual web pages. Content within a staff member's web folder is the responsibility of that staff member. Pages should be checked monthly for dead links, appropriateness, up-to-date content and relevancy.

Good Web Writing Recommendations

1. Content should be emphasized rather than appearance.
2. Appearance of web pages should be checked on multiple machines using several different web browsers.
3. A description should accompany each link to all outside sources.
4. Titles should be easy to locate and on each page.