



Brant Haldimand Norfolk Catholic District School Board

POLICY: ELECTRONIC WEB SITES

Adopted:	04/08/03	Policy No:	600.03
Revised:	dd/mm/yy	Policy Category:	Information/Technology

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that Internet availability and access within the Board schools provides an opportunity for students and staff to contribute to the Board's presence on the World Wide Web.

Policy Criteria:

- To ensure that all Board and school web sites contain appropriate, approved material.
- To ensure the safety and confidentiality of students and staff are protected.
- To ensure that Board assets are used for the benefit of students.

Glossary of Key Policy Terms:

Internet - A large worldwide network made up of a number of smaller networks.

Intranet - In-house web sites that serve the employees and students of the Board. Although intranet pages may link to the internet, an intranet is not accessed by the general public.

Statutory/Regulatory/Related Board Policy Linkages:

Harassment
Provincial and Federal Laws
Network and Computer Systems Acceptable Use Policy
Electronic Communication Policy



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ADMINISTRATIVE PROCEDURES: ELECTRONIC WEB SITES

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Internet availability and access within the Brant Haldimand Norfolk Catholic District School Board schools provides an opportunity for students and staff to contribute to the Board's presence on the World Wide Web.

Creators of web pages need to familiarize themselves with and adhere to the following procedure and responsibilities. Failure to follow this procedure may result in the loss of authoring privileges or other more stringent disciplinary measures.

PURPOSE

The content and design of web pages may vary depending on where the information is to be posted. All material contained on Board and affiliated schools web pages should be appropriate for the intended audience. The Board and schools maintain a web presence in two separate web ways: the Intranet and the Internet. The main Board Internet site has been designed to address the unique needs of visitors seeking information about the Board. The Intranet serves the school community and is considered an internal resource.

The information posted and available on the Board and school sites via world wide web is intended for a large external audience. With this in mind, the site should include material that will:

- provide information to the world about school curriculum, instruction and school-authorized activities.
- provide other general information relating to our schools and our Board's mission.
- promote school/Board initiatives.
- celebrate student successes.

The information posted and available via the Intranet within the Board's schools is intended to be available only in the school building or within the Board's internal network, but not provided to the public at large via the Internet. With this in mind, the site should:

- include information relevant to teachers and students in the building (e.g., announcements, upcoming events, homework assignments).

- highlight resources/links that relate to classroom activities (e.g., lessons, educational web sites, web-quests, templates for students).
- showcase student curriculum-related projects.

CONTENT STANDARDS

District Administrators and the school Principal, with input from Information and Communications Technology Consultants and Media Specialists, are responsible for web page approval.

Student Safety

1. Web page documents may not include the last name of the student.
2. Posted material shall not include a student's phone number, address, names of other family members or names of friends.
3. The contact person for projects must be the school or the teacher, not the student.
4. Published e-mail addresses are restricted to staff members or to a general group e-mail address.
5. Decisions on publishing student pictures (video or still) and audio clips are based on the supervising teacher's judgment and in compliance with the Freedom of Information Act. The teacher must first check with the school principal or the Board office to determine if the student's parents/guardians have objected to such publication through the regular data privacy restriction process. If individual pictures are posted of students, do not include their names
6. Posting of a class picture is acceptable as long as the picture does not identify which individuals are standing where in the picture.
7. Class pictures must include at least three or more students, if first names are included.
8. Web page documents shall not include any information which indicates the physical location of a student at a given time, other than attendance at a particular school or participation in activities.

Advertising

All requests by outside organizations for advertising space, corporate sponsorship of web resources, banner ads and hyperlinks from or to a school or board web site must be approved by the Superintendent responsible for the school.

Copyright

Copyright laws (Federal and Provincial) apply to all articles and creative writing, illustrations or drawings, artwork, photographs, animation, video clips and musical scores used on the web. Schools are responsible for obtaining written permission to use copyrighted material. Using copyrighted material on a Board or school web page without permission is strictly prohibited.

Every Board or School Site must include

A copyright statement as follows: “Copyright © Brant Haldimand Norfolk Catholic District School Board”. **A complete copyright notice to others is included in the appendix.**

Board Link

A hyperlink in the form of text, a button or the Board’s logo must be included on all pages to link to the Board’s main web site (www.bhncdsb.edu.on.ca).

External Links

If links are included to other web sites, schools must monitor the content of the other web sites on a regular basis and display a prominent notice or a direct link to the notice. The purpose of the notice is to indicate that, even though links exist for the user’s convenience, the other sites are not managed by the school, and the school takes no responsibility for their contents. This notice or link should appear on a school home page, and on any page containing a link to off-school web pages. A complete disclaimer notice is included in the appendix. Do not link to student pages stored on external sites since the content can be changed without school approval.

Responsibilities

- The Brant Haldimand Norfolk Catholic District School Board resources may not be used to create web pages for personal business or personal gain.
- The school Principal is responsible for maintaining both the accuracy and timeliness of web page content through regular web site review.
- The school Principal is responsible for ensuring that the pages designed by students have a clearly defined purpose that fits with the purpose of the school pages.
- For a site designed by students, include a disclaimer that indicates that the page was designed by a student (see Appendix).
- All web pages will be treated as the electronic equivalent of printed publications.
- Every effort should be made to make the Brant Haldimand Norfolk Catholic District School Board web pages equally accessible to all, including the visually challenged accessing the Web through non-traditional means.

- All information must also carry a date on the web home page indicating when that information is being made available. Time-sensitive information should have an expiration date.
- All documents on Brant Haldimand Norfolk Catholic District School Board server(s) must conform to Board policies and procedures as well as established school guidelines. Copies of Board policies are available in all school offices. Persons developing or maintaining web documents are responsible for complying with these and other policies.

Technical Standards, Consistency and Considerations

- At the bottom of the web home page, there must be an indication of the date of the last site update and the name or initials of the person(s) responsible for the page or update.
- Users must exhibit care when creating web pages with extensive tiled backgrounds or large graphics. Such files require extensive download time, are frustrating for modem users and slow down the file servers. As a general rule, a web page should not take longer than one minute to download over a 14.4K modem connection. Graphics files shall be under 60K in size unless a special situation exists that requires a larger graphic.
- A teacher who is publishing the final web page(s) for herself or himself, or for a student, will edit and test the page(s) for accuracy of links and check for conformance with standards outlined in this Policy.
- Web pages may not contain links to other web pages not yet completed. If additional pages are anticipated, but not yet developed, the text that will provide such a link should be included. However, the actual link to said page(s) may not be made until the final page is actually in place on the server(s).
- All Web pages must be given names which clearly identify them. The names of all documents shall coincide with current Board naming practices and structures.
- Any graphics, sounds, or video used on Web pages must conform to the format currently used or approved by the Board.
- Final decisions regarding access to active web pages for editing content or organization will rest with the school Principal, with input from the Information Technology Consultants.

- Most web sites have an email link to the webmaster on the “home page”. School web pages should include such a link for input, feedback and suggestions. This could be a generic school address, the principal or the key teacher involved in the development and upkeep of the site. Schools should also ensure that someone is responsible for reading and responding to mail sent to this address.
- Web publishing, just like print publishing, should undergo editorial scrutiny. Before uploading, it is important to check for spelling and grammatical errors.

APPENDIX

Copyright

Sample Copyright Notice: *“All materials published or otherwise accessible through these web pages, including, but not limited to, articles, text, photographs, images, illustrations, audio clips, video clips, software and other materials (the “Content”) are protected by Canadian copyright laws, and are owned or controlled by School Name, and/or any others who may own copyright or the party credited as the provider of the Content. All visitors shall abide by all additional copyright notices, information and restrictions contained in any Content accessed through the site. Any reproduction, modification, publication, transmission, transfer, sale, distribution, performance, display or exploitation of any of the Content, whether in whole or in part, without the express written permission of School Name is prohibited.”*

Links to External Sites

Disclaimer: *“We have made every reasonable attempt to insure that our web pages are educationally sound and do not contain any links to questionable material or anything that can be deemed in violation of the Brant Haldimand Norfolk Catholic District School Board Web Content Policy, Procedure and Guidelines and/or associated Acceptable Usage Policies. Links to web sites outside this website are meant for convenience only. No endorsement of any third party products or services is expressed or implied by any information, material or content referred to or included on, or linked from or to this website.”*

Student Web Pages

Disclaimer: *“This is a student Web page. It has been approved by Administration. Options expressed on this page are those of the student and may not necessarily reflect the opinions of the Brant Haldimand Norfolk Catholic District School Board.”*