

Guidelines for Publishing on stuweb.olatheschools.com

Purpose:

The purpose of the OSD Student Web is to further the goals of the Olathe School District by giving students an opportunity to develop skills necessary to publish work on the Web. A further goal of the district is to allow students the opportunity to showcase their work on the Web. The guidelines that follow will ensure that any material posted for the global community reflects the high educational standard of the Olathe School District.

Requirements for Publishing:

All material published on the OSD Student Web should be appropriate to the educational purpose the site, consistent with district technology policies, and of such quality as to reflect positively on the school system and community.

- Written permission from a parent/guardian must be obtained before students are permitted to publish any student work on the Web.
- Signed permission will remain in effect in student's cumulative folder for the duration of student's attendance at a given school.
- Privacy rules should be strictly followed. Only the student author of the Web site should be named on the site. No other personal information, such as home phone numbers or home addresses, or email addresses should ever be included on the site. The photo of the student author of the Web site may be included on the Web site only with parental permission.
- The physical location of a student any given time other than attendance at a particular school may not be given at any time.
- Student opinions should be clearly labeled as such, and should be appropriate to the site.
- Inappropriate content is strictly forbidden. This would include any content that is defamatory, abusive, obscene, vulgar, sexually explicit, threatening, harassing, racially offensive, illegally discriminatory, or otherwise illegal.
- External links should be to sites that are consistent with the educational purpose of the site. Specifically forbidden are links to student personal sites, entertainment sites, games sites, and sites that would be deemed inappropriate as defined above.
- Copyright materials may only be used with the permission of the owner. This applies to images as well as text. If permission is given, it should be so noted on the Web site.
- Individuals are not to use the OSD resources for personal gain or profit. Accordingly, there is no advertising, sale or solicitations by individuals on OSD sponsored sites.
- Due to limited storage space and varying network speeds, it is recommended that file sizes should be kept as small as possible. Photographs and images should be optimized for the Web.
- Individual student Web space is 25 megabytes.

Responsibilities:

- Responsibility for the content of the Web site relies on both the student author and that student's teacher.
- Each student author will be given a personal user id and password from the OSD Technology Department. This password should never be "loaned" or "shared" with any other individual. This process will ensure the confidentiality of passwords and enable the administration and teacher to keep track of individual submissions by the student author. *Student Users will be held solely responsible for all actions performed by sessions associated with their individual user ids.*
- Each teacher of individual student authors will critique and approve ALL student work before it is actually published to the Web. Teachers will not allow student work to be published that has not been previously reviewed and approved. The quality and completeness of any published work should be such that both the student and the teacher are proud that a global audience can experience it. *Student Users will lose all further publishing privileges if the responsible teacher has not given prior approval.*
- Since Web publishing should not be an end in itself. The act of publishing and of receiving criticism, praise and comments from other interested people can greatly enhance a learning experience. All teachers are encouraged to require all student authors to provide both a student and teacher email account on the page for feedback.

Site Wide Standards for Format and Content:

Site wide standards for format and content are intended to facilitate navigation between parts of the site and to enable viewers of the site to communicate with the site administrator when necessary. To this end, all pages should follow these rules:

- Submissions should always be checked for correct spelling and grammar.
- Directory and file names should use only lower case letters, digits, underscores, and dot characters.
- Pages should use standard file suffixes (.htm or .html).
- Every directory that contains any html pages should contain an index page named index.html. This index page should follow the linkage conventions described below. Note that directories containing only images or other similar media data need not include an index page.
- The home page for each student will include a link back to the OSD student web server's home page.
- Every page that contains any navigation links should contain at least one "up" link to the index page for its directory or a parent directory.
- Every page should have a descriptive page title and heading.
- All sites must address accessibility issues for special needs individuals – navigational issues, alternative text, etc. Re: Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

- Every page should contain a footer including the following information:
 - Date last modified
 - Identity of person responsible for the page
(e.g., “This page maintained by Student Name”)
 - Pages that express individual student opinions should include a disclaimer
(e.g., “The views represented on this page are those of the author and do not necessarily represent those of the Olathe School District.”)
 - Additional disclaimer to appear on each published page:
”This page is maintained by a student author and in accordance with the Olathe School District’s Web Publishing Standards and Guidelines.
© 2003 Olathe School District
 - A copy of these standards and guidelines will be published by an active link on the district’s Web site for public review.

**Parent / Guardian Permission for Student Publishing
on the OSD Student Web Server**

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<http://stuweb.olatheschools.com>

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My signature below indicates that I have read and understand the *attached* Guidelines for Publishing on the OSD student Web server.

I give permission for my son/daughter to be assigned a student account and password on the OSD Student Web Server for the purpose of publishing their student work developed in Web Authoring and/or Web Design classes.

Student Name: _____

Student Login: _____

Parent / Guardian Name: _____ **PRINT PLEASE**

Parent / Guardian Signature: _____