

## WONEWOC-CENTER SCHOOL DISTRICT WEB PAGE DESIGN POLICY

The intent of the Wonewoc-Center School District World Wide Web site (Internet) is to provide the local and world community with information about our school, activities, and our communities.

The following policy on web page content will be used to help provide a safe and positive learning environment for the Wonewoc-Center School District. The web page administrator will supervise all pages.

1. Web pages must portray our district in a positive and constructive manner.
2. Web pages may contain information about our district, activities, and communities. These pages will be available from CMS4Schools via our domain (wc.k12.wi.us).
3. Web pages may include creative, literary, and artistic works by student and staff. Web pages will only use links to other World Wide Web sites that are educational and directly apply to the subject of the web page. These pages will be available at CMS4Schools via our domain (wc.k12.wi.us).
4. Web pages will not provide any detailed information about students or staff such as addresses, home phone numbers, home e-mail addresses or any other personal information.
5. All pictures of students must have the signed approval by their parent and/or guardian in the Student Acceptable Use Policy (AUP) before used on the web page. Student's full name will not be used. Examples include: Jane D., Jane, or 2nd grade class.
6. All pictures of staff must have their signed approval in before used on the web page. Staff members will have their full name listed on the school website (unless they have noted otherwise on the signed AUP).
7. Staff will need to check the Staff Acceptable Use Policy (AUP) restrictions list before saving published pages to the World Wide Web and make sure all web page design requirements have been met.
8. Faculty will have access to their web pages via a login and password at www.wc.k12.wi.us. They make their own additions and modifications to their pages.
9. The above policy will be reviewed and updated annually.

APPROVED: April 21, 2014

REVISED: