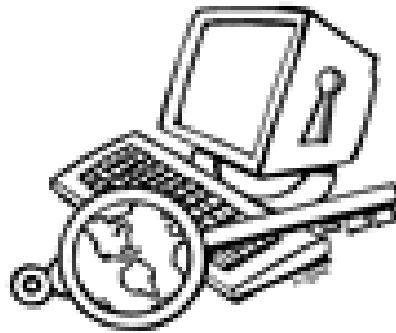


# Middleton School District #134



## Technology Policies & Procedures Manual



(Updated Spring, 2005)

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## Article I

### Philosophy & Purpose

The knowledge and use of technology have become requirements for successful living and working in the 21<sup>st</sup> century. In order to best prepare our students to use existing and future technology, the Middleton School District has made technology a high priority.

The purposes of technology in the Middleton School District are to enhance:

- **The quality, effectiveness and relevance of instruction and learning by integrating technology with curriculum**
- **Student learning and achievement and**
- **The efficient operation of its schools.**

#### District Policy #660 – Technology

A thorough system of public schools has been defined by the Idaho Legislature as one in which students are introduced to current technology.

Throughout this School District's educational system, technology will be integral to curriculum, instruction, and assessment. Technology moves communication to a new dimension. This District's educational system must lay the foundation for students to be able to participate comfortably in an increasingly technological society. Classroom activities will include instruction using multimedia and other technologies.

(Adopted: 3/11/03)

## Article II

### Supported Hardware and Software

#### *Section 2.01 Selection*

**Prior to purchasing software and electronic media, it is important to consider the following attributes. Software and electronic media should:**

- a) Provide opportunities for problem-solving and development of organizational skills
- b) Provide motivation and/or an alternative means of learning and processing information
- c) Provide opportunities for cooperative learning
- d) Provide the opportunity to learn and apply strategies using current methods and materials
- e) Establish a positive outlet for youth's inquisitive nature, capturing motivation and self-confidence at critical points of their development
- f) Increase communication
- g) Efficiently manage student records and data
- h) Promote respect and proper use of all technology equipment

#### *Section 2.02 Software Guidelines*

Users may not modify, copy, or transfer any software provided by the school, faculty, or another student.

Users may not copy copyrighted software owned by the Middleton Public Schools. It is generally illegal to copy any software which has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.

Privately owned software is not to be used on District equipment without prior approval of the network administrator. (see Appendix A, Policy #696)

### ***Section 2.03 Standardization***

#### **Network Operating Systems Supported**

Novell NetWare, Win 2003, Linux

#### **Network Components Supported**

Local Area Network serving 6 district entities (MHS, MMS, PSE, MCE, Heights, District Office Complex)  
Gigabit Backbone  
TCP/IP & IPX protocol  
T1 circuits to the Internet

#### **Workstation Operating Systems Supported**

Microsoft Windows 98, 2000, XP

#### **District Applications Supported**

GroupWise  
SASI XP – IGPro and Classroom  
MSOffice 97 or newer

Other software applications are supported at each school site. Lists of supported applications are updated annually.

## **Article III**

### **Operations**

#### ***Section 3.01 Purchasing Procedures***

The building administrator or director, and the network administrator must approve all hardware and software purchases for standardization and compatibility and appropriate funds must be identified prior to initiating a technology purchase. (see Appendix B, Software Approval Form)

When initiating a technology purchase, a District employee must follow these procedures:

- a) Receive purchase approval from the building principal and/or District technology director.
- b) Identify appropriate funds – District or building.
- c) Fill out the appropriate purchase order – District or building, with the required signatures.
- d) Complete the Software / Hardware Approval Form signed by the building principal and/or the network administrator.
- e) If the required approvals are not obtained prior to purchasing, District technicians will not be obligated to support the items purchased.

### ***Section 3.02 Guidelines for Computer Equipment Donations***

The District maintains/repairs any product that meets the District's minimum standard for donated equipment.

**The PC Standard is:** Pentium III, 600mhz or better, running Windows 98, 2000 or XP, with 256 MB of memory, 10 GB hard drive, Ethernet ready.

The District will attempt to maintain donated, networkable printers that meet the current District standard.

**The Network Printer Standard is:** HP laser or equivalent.

Maintenance of donated equipment that fails to meet these standards become the responsibility of the receiving school.

Donations (including software) must include the license(s) for operation, media shipped by the publisher and current documentation.

When donating technology equipment to the District, patrons will be given a "Charitable Contribution Form" completed and signed by district representatives. (see Appendix B)

### ***Section 3.03 Technology Support***

Each school or District entity will identify one individual as the Technology Leader for that site. This individual will act as the first point of contact for the respective buildings users in regards to computer and printer problems. It will be the duty of the Technology Leader, upon receiving notice of technology problems, to determine the appropriate response and referral.

Problems, including those requiring on-site assistance, will be referred to the District IT Department. ("Technology Maintenance" Sec.3.04)

The Information Technology Dept. Network Technicians are responsible for assisting computer users when they experience difficulties that cannot be solved by their school's Technology Leader.

### ***Section 3.04 Technology Maintenance***

It is the responsibility of the Information Technology Dept. staff to ensure that District-owned network servers, computers and supportive equipment operate efficiently.

When a staff member determines that a supported piece of technology requires maintenance and/or repair, he/she must alert the School Technology Leader. The Technology Leader is unable to correct or repair the item, a request for service is advanced to the building administrator. If the administrator approves the request, a Technology Maintenance Form is completed and forwarded to the IT department. A representative of the IT dept. will respond to the request within 5 school days. (see Appendix B – Technology Maintenance Request)

The Information Technology Department is solely responsible for adding new machines to the network. This includes any workstation connected to the network that must have software

installed and configured as well as a physical wire connecting it with the network equipment. This software and wiring configuration is the sole responsibility of the network support staff.

Schools and departments must consult with the IT Department regarding network design and hardware purchases when they wish to expand their networks. Equipment standards, as defined in this document, are enforced to protect the network from excess traffic and accidental conflicts.

### ***Section 3.05 Maintenance of Personal Technology Equipment***

Maintenance of any computer, related peripheral or software belonging to a District employee and used in the workplace is the sole responsibility of the owner. District technicians will not service or repair any computer not belonging to the District. No internal components belonging to the District shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. The District will not be responsible for any damage to, or theft of, personal equipment resulting from use in the workplace.

No personally owned computers will be attached to the District's network without the prior written approval of the network administrator.

### ***Section 3.06 Technology Inventory***

Each school will maintain an accurate inventory of all technology equipment at the school site, verifying each year that product information, values, and barcodes are recorded accurately. Any new technology equipment acquired during the year will be added to the inventory by the school responsible for making the purchase. An accurate copy of this inventory will be provided to the District Office annually.

### ***Section 3.07 Disposal of Obsolete Equipment***

The Network Administrator is the only entity within the district empowered to direct the appropriate disposal of technology equipment. All requests for or questions regarding the disposal of technology equipment should be directed to the network administrator.

### ***Section 3.08 File Management***

#### a) Disk Space Allocations to Staff Members:

It is the policy of the District that each staff member be allowed at least 10mb of space in a designated user file on the school's server. Requests for additional space must be made to the school's administration and to the Network Administrator.

#### b) File Saving Options:

User Storage devices

A:\floppy disk

E:\cd rom (this drive may be identified with a variety of letters)

Hard drive

C:\hard disk

Network locations

Each staff member has access to a secured folder and to a shared staff folder, **similar** to samples below. The building administrator can inform

staff members of the drive designated for these files.

T:\yourname (First initial, Last Name)

This folder is secured, accessible only by the designated teacher. Use this location to store confidential material and material which is required on a "long-term" basis. Examples include tests, annual or on-going projects, and curriculum. In order to assure the most efficient use of the server disk space, teachers will initially be given access to approximately 10 Mb. of disk space. Users can view folder size via "My Computer" or "Windows Explorer."

T:\share

This is a shared folder accessible to all teachers. Use this location to store information that two or more teachers utilize. Examples include tests, spelling lists, and professional development information. Caution: This folder may be viewed and modified by someone else. Therefore, this is not a secure area, and files may be deleted or modified.

S:\your name (students)

Use this location to store student accessible information. This location is especially useful for students who work on different computers. Examples include class agendas, projects, journals, and homework assignments. This location is not a secure folder.

CD-writers are available throughout the District for additional file maintenance options.

**Staff members are responsible for saving their documents/files in at least 2 different locations on the network, as a safeguard against loss.**

### ***Section 3.09 Year-End Procedures***

All Middleton School District staff members are responsible for removing old or unused files from all computers located in their rooms, as well as old or unused files located on the network: including their personal folders and all shared locations.

Each staff member is also encouraged to make backup copies of any files, whether on local hard drive or in a network folder, for off-site storage during the summer.

Each staff member is to ensure that all computers located in the classroom are unplugged from electrical sources, clean, covered and ready for the next school year.

If the unit needs repair, inform the building administrator so that the IT Dept. can take appropriate action during the summer.

The network administrator will delete student folders at the end of each school year.

### ***Section 3.10 Backups, Cleanups, and Disaster Recovery***

All staff members are responsible for the material on their local computer drives. Staff members are also responsible for assuring that the material in their network folders is current, for creating and securing backups, and for deleting obsolete files.

Complete District network backups will be performed weekly and maintained monthly.

Backup Exec. disaster recovery will be used and maintained utilizing a tape and CD-Rom option. Each school is encouraged to use a CD-RW located in the office, computer lab and/or Library for daily data backups. This data will be used to verify the network backup if a disaster occurs. These CD-RW's can also be used for larger file backups if approved by the school administrator.

### ***Section 3.11 Peripherals***

No peripheral can be attached to the network without prior approval of the Information Technology Department. This includes, but is not limited to, printers, scanners, PDA's, cameras, Zip drives, CD-RW, etc.

No personally owned peripheral shall be attached to any school-owned technology without the prior approval of the network administrator.

## **Article IV**

### **Telecommunications**

#### ***Section 4.01 District E-Mail***

The Information Technology Department Network staff is responsible for the maintenance of the District email system. This system is complex and requires special software be installed and configured on each workstation that has access to the email system. Network Access forms are initially obtained upon entering employment with the District, and enable the user to access the network and email systems.

There is no guarantee of privacy or confidentiality for messages or information that is transmitted electronically. Users should not leave the terminal "signed on" when unattended. Users must not leave their password available in an obvious place near the terminal or share their password with anyone except the electronic mail system administrator.

The District retains the right to review, store and disclose all information sent over the District electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access District information in the employee's absence. The employee will be notified why, when and where the District chooses to disclose the information sent via email.

Users have the responsibility to maintain the integrity of the electronic mail system and are responsible for all solicited mail received in their user accounts. Users have the responsibility to report violations of privacy to their immediate supervisor.

#### **Request for Student Email Accounts**

When a staff member determines the need for an individual student(s) to have a separate e-mail account hosted by the District, the staff member must complete the Request for Student E-Mail Account Form (see Appendix B). When allowed, a student e-mail account will exist for a

specified period of time and will serve a legitimate educational purpose. The sponsoring staff member will be responsible for the appropriate use of the student e-mail account(s) as per District policies.

### **Email Etiquette**

Users are expected to abide by the generally accepted rules of network etiquette. These include the following:

- a) Be polite. Do not write or send abusive messages to others.
- b) Respect the confidentiality of other network users. Assume that all communications and information accessible via the District's LAN is private property.
- c) Use appropriate written language. Do not swear, use vulgarities or any other inappropriate language.
- d) Do not reveal a personal address or phone number or those of students or colleagues without expressed written permission as per District policy.
- e) Note that electronic mail (email) is not guaranteed to be private. The District's IT staff has access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- f) Keep paragraphs and messages short and to the point.
- g) Use the "subject" line, and make it as descriptive as possible.
- h) Capitalize words only to highlight an important point or to distinguish a title or heading. \*Asterisks\* surrounding a word also can be used to make a stronger point. Capitalizing whole words that are not titles is generally termed as SHOUTING!
- i) Limit line length and avoid control characters.
- j) Do not forward chain letters to others on the District's network. They provide distractions to other users.

### ***Section 4.02 Internet Usage***

The Middleton School Board believes that access to the Internet offers vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication.

With worldwide access to the internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and a user may discover controversial information. In an effort to avoid the misuse of the Internet as intended for educational purposes, the Middleton School District employs search engine filters and proxy servers.

While various groups may use these resources, the enrolled students, faculty, parents, and community members shall have priority. The Superintendent, the School Board or their designees shall determine usage priority. All groups and individuals shall have scheduled access times. For students, faculty, and staff, such times are routinely covered by class schedules. The school principal or designee shall oversee the use of these resources, including the scheduling of user access. For non-school personnel, the Middleton School Board may establish usage fees.

Whoever uses the Middleton Public Schools Network System will be expected to behave ethically and to comply with the Middleton Public Schools' policies and procedures, which shall be issued by the School Board and the Superintendent of Schools.

### **Internet Filtering Specifications**

The Middleton School District has installed Internet filtering software that blocks web sites deemed inappropriate. The filtering product currently in use is N2H2's BESS. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to:

- Obscene material,
- Pornography,
- Material deemed harmful to minors
- Other information that is determined to be in violation of District policies.

### **Staff Privileges**

Only those staff members who have signed the network access and Internet usage agreements, shall be given the privilege of using the Internet.

Authorized users have the privilege to access the Internet and to exchange information.

With the prior approval from the Network Administrator, authorized users have a conditional privilege to request listservs from the Internet in order to facilitate real-time learning with members on the network.

Users are advised that email and/or Internet correspondence is not privileged or confidential. From time to time, communications may be monitored by the administration to assure that Internet use is in support of School District goals.

### **Staff Responsibilities**

Authorized users-accounts must be in support of the educational goals in the Middleton Public Schools.

While exercising privileges to use the Internet as an educational resource, users shall also monitor and accept the responsibility for all solicited material received. The user is responsible for immediately reporting unsolicited, inappropriate material to his/her supervisor.

Staff users have the responsibility for providing a safe environment for students. In compliance with the Children's On-line Privacy Protection Act, individual student names and/or photographs cannot be used on a School District web page without the expressed written permission of the parent as per District policy. (see Appendix B, Release Form for Student Work). The section entitled "Posting of School Information, Student Work, and Student Pictures on the Web" in Appendix C of this document has more information on COPPA.

Users have the responsibility to keep copyrighted software of any kind from entering the school via the Internet. Users have the responsibility of keeping all pornographic material, inappropriate

text files, or files dangerous to the integrity of the network, from entering the school via the Internet.

Users:

- a) Must stay within the file size limits defined by the network administrator (additional space may be requested as needed from the network administrator),
- b) May not intentionally introduce a computer virus,
- c) May not use the network for financial or commercial gain,
- d) May not intentionally damage the system, damage information not belonging to them, misuse system sources, or allow others to misuse system sources.
- e) May not subscribe to newsgroups, listserves, and similar files without prior approval from the network administrator.

### **Misuse of Privileges and Consequences**

Users are held responsible for their actions and activities, as outlined in the “Responsibilities” section above. Unacceptable use of the network will result in the suspension of all user privileges. Reinstatement of privileges will be made at the discretion of the administration.

### **Staff Contract**

The staff Network Access Account Form and the Employee Internet Access Form can be found on-line at:

<http://www.msdl34.org> (Also see Appendix B – District Technology Forms)

### **Request to Reconsider a Website**

If a teacher wishes to access a website that has been blocked by the Internet filter, or to block access to a website allowed to be accessed by students and staff, the following procedure applies:

- a) The person must submit a completed form entitled “Request for Reconsideration of Website” to the building administrator. (see Appendix B)
- b) The principal reviews, approves or rejects the request and submits the completed form to the District’s Network Administrator or designee for final review.
- c) With the principal’s approval, the Network Administrator or designee may agree to unblock/block the site in question.
- d) If either the principal or the network administrator does not approve the request, the form shall be returned to the person submitting the request with a written explanation for the disapproval.
- e) The person initiating the request may appeal the decision of the principal and/or network administrator to the Director of Technology for a final determination.

All requests, appeals and responses shall be submitted in writing.

### ***Section 4.03 Student Users***

Students may use the Internet to participate in distance learning activities, to ask questions of a consultant with expertise, to communicate with other students and individuals, and to locate

material to meet their educational needs. School library media specialists, teachers, and other staff members have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

### **Student Privileges**

PRIOR TO RECEIVING AUTHORIZATION TO USE THE INTERNET, STUDENTS AND THEIR PARENTS/GUARDIANS MUST SIGN THE STUDENT APPLICATION AND CONSENT FORM FOR SCHOOL INTERNET ACCESS. (see Appendix B)

Students are advised that email where applicable, and/or Internet correspondence is not privileged or confidential. From time to time, communications may be monitored by the administration to insure that Internet use is in support of School District goals.

Student users have the privilege to access the Internet to facilitate educational growth in technology, information gathering skills, and communication skills. Students have the privilege to use the following methods for retrieving information: file transfer protocol (FTP), World Wide Web (WWW), and, in special cases, monitored, electronic mail (e-mail).

With prior approval of the supervising teacher and the network administrator, student users have a conditional privilege to request newsgroups from the Internet in order to facilitate real-time learning with members on the network.

### **Student Responsibilities**

The use of a student account must be in support of the individual's educational goals in the Middleton Public Schools and consistent with the educational policies of the Middleton School District.

Student users:

- a) Are responsible for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet, and to report all violations to the supervising staff member.
- b) Are responsible for all solicited material.
- c) Are responsible for making only those contacts leading to some justifiable educational growth. Student users are not to use the network for wasteful or frivolous purposes such as playing network games.
- d) Must appropriately cite all Internet sources when using information and data found on the Internet in any school assignment.
- e) Must report all inappropriate materials (solicited or unsolicited) to the supervising staff member.
- f) May be required to log use of the network.
- g) Must assume that all communications and information accessible via the network are private property and subject to copyright laws.

Student users may not:

- a) Copy, change, or transfer any software provided by the school, faculty, or another student.
- b) Erase, modify, rename, or make unusable anyone else's files or programs.
- c) Copy copyrighted software owned by the Middleton Public Schools, by other individuals or by an internet site. It is generally illegal to copy any copyrighted software. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
- d) Intentionally introduce a computer virus.
- e) Deliberately use the computer to annoy or harass others, i.e. making accessible any obscene, abusive, or threatening messages.
- f) Intentionally damage the system, damage information not belonging to them, misuse system sources, or allow others to misuse system sources.
- g) Tamper with equipment.
- h) Use the network for financial or commercial gain.
- i) Use any District or private technology to cheat, to share test details or to gain or share an unfair advantage while being assessed for any educational purpose.

### **Misuse of Privileges and Consequences**

Student users are held responsible for their actions and activity, as outlined in the responsibilities section above. Unacceptable use of the network will result in the suspension of all computer privileges. Reinstatement of privileges will be made at the discretion of the supervisory staff/administration.

Additional disciplinary action may be taken when a student(s) commits a serious infraction of the District's Technology policies and/or procedures. Disciplinary action may include, but may not be limited to, suspension and/or expulsion from the Middleton School District.

## **Article V**

### **Web Page Implementation**

#### ***Section 5.01 Purpose & Goals***

The Middleton School District's web site affords staff and students the opportunity to compose and publish educational information. These procedures and guidelines are provided to direct and to assist authors as they draft their web sites.

#### **Goals/General Statements**

District and school-supported web pages are designed to:

- a) Provide information about the District and its schools
- b) Provide information about classroom activities and policies
- c) Provide teachers and other staff members with a resource to enhance instruction
- d) Provide students with an opportunity to showcase their work.

**(SEE APPENDIX C FOR COMPLETE WEB PAGE PROCEDURES & GUIDELINES)**

## ***Section 5.02 Web Publishing Procedures***

- a) Upon approval by the Director of Technology and the Network Administrator, staff members will be provided Microsoft Front Page or Microsoft Front Page Express to design and build their web pages.
- b) Staff will save their web pages in their personal folder under a "Web" folder, i.e. T:\TeachersName\Web. The home page to be named "index.htm".
- c) Staff members will email their building web master when page is completed and ready to be moved to the Web server and linked with the school home page.
- d) Individual staff members are responsible for keeping web page information current and up-to-date, and for informing the school's Web master when changes have been made so that the Web server can be updated.
- e) As the newly designed and newly launched webpage becomes available on the school's web site, staff members may be given the ability to update their web pages directly to the Web server.

## **Article VI**

### **Formation of District and School Technology Committees**

#### ***Section 6.01 District Technology Committees***

##### **Members:**

- District Technology Coordinator - Facilitator
- Network Administrator
- Two representatives per school

##### **Meetings:**

The District Technology Committee shall meet at least four times per school year.  
(Additional meetings may be scheduled as necessary)

##### **Purposes:**

- Review, update and recommend changes to the:
  - District Technology Policies
  - District Technology Procedures Manual
  - K-12 Computer Standards and Benchmarks
  - District technology plan and State reporting requirements
- Technology Grant writing
- Identify and propose solutions to technical issues in the District
- Identify and plan professional development opportunities

#### ***Section 6.02 School Technology Committees***

Every school in the Middleton School District shall form a Building Technology Committee, charged with the following responsibilities:

- a) Assessing needs and making recommendations for integrating the use of technology into instruction
- b) Organizing professional-development opportunities so that all staff members will acquire competence and confidence in using technology
- c) Assisting in technology planning and goal setting at the building level
- d) Assessing needs and making recommendations in the purchase and deployment of hardware and software within a school building
- e) Ensuring that there is equitable access to technology for all students in all programs
- f) Seeking appropriate compensations for those teachers and staff members who give a great deal of their time to building and district level planning and implementation i.e. project leaders, web masters, etc.

# **Appendix A**

## **District Technology Policies**

**Computer and Network Service – Policy 698**

**Computer and Network Services User Agreement – Policy 698P**

**Computer Software – Policy 696**

**MIDDLETON SCHOOL DISTRICT #134**  
**POLICY AND PROCEDURE MANUAL**  
**SECTION 600 – Educational Records**

Computer and Network Services.....POLICY #698

**GENERAL**

Internet access is a service provided for students and staff members by this school District. Use of this District’s computer networking services must be directly related to an educational goal and consistent with the instructional objectives of this District. The District reserves the right to monitor all activity on the computer network service.

The system administrators of the computer network service are District employees who are responsible for monitoring use of the system (computer network service and related equipment) by staff and students.

The computer network services provided by this District may not always meet student or staff requirements or be uninterrupted or error-free. It is provided on an “as-is, as available” basis. No warranties are made or given with respect to any service, information, or software contained therein.

**DEFINITIONS**

“Child pornography” is defined as:

Any visual depiction . . . whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where—(1) the product of such visual depiction involves the use of a minor engaging in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. 18 U.S.C. § 2246.

“Harmful to minors” is a visual depiction containing any picture, image, graphic image file, or other visual depiction that, taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and lacks serious literary, artistic, political, or scientific value to minors.

“Minor,” for the purposes of this policy, is any individual who is enrolled at the school for the purpose of getting an education.

“Obscenity” is defined as:

Any picture, image, graphic image file, or other visual depiction that: (1)taken as a whole, appeals to a prurient [i.e. erotic] interest; (2)depicts, describes or represents in a patently offensive way an actual or simulated sexual act or sexual contact or a lewd exhibition of the genitals; and (3)taken as a whole, lacks serious literary, artistic, political, or scientific value. 18 U.S.C. § 1460.

## **PRIVILEGES AND RESPONSIBILITIES**

The use of this District's computer network service is a privilege, not a right. Permission from parents/guardians is required before students may access the computer network service. No web-based personal email will be allowed because it goes around our District software filter. All users must sign an Acceptable Use Agreement before access is permitted. Upon acceptance for use of the computer network service, students and staff will be given a user ID (name) and password.

Student and staff freedom of speech and access to information will be honored; however, this District reserves the right to monitor and review all electronic transmissions and activities. User access may be denied, revoked, or suspended at any time because of inappropriate use. Further disciplinary action may also occur.

## **INFORMATION CONTENT**

This District provides students and staff access to other computer systems around the world through the Internet and users may encounter information that is controversial or potentially harmful. Because the information and sources of information on such computer network services is continually changing, it is impossible for the District to monitor all the content. Some computer systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. This District does not condone the use of such materials and does not knowingly permit use of such materials in the school environment. Students or staff bringing such materials into the school environment will be dealt with according to the discipline policies of the individual schools and this District. Intentionally accessing or using such materials may result in termination of access to this District's computer network service capacities as well as in-school suspension, suspension from school or expulsion; or disciplinary actions for staff, including termination.

## **INTERNET SAFETY FOR STUDENTS**

The District will take appropriate steps to protect all students from access, through the District's computers, to visual depictions that are obscene, contain child pornography, or are harmful to pornography, or are harmful to minors, by installing and utilizing specific technology that blocks or filters Internet access to such visual depictions.

The building principal or designee may authorize the disabling of the Internet block or filter system only for the purpose of enabling access for bona fide research or other lawful purpose. Disabling of the Internet block or filter system by any other staff member or student will result in disciplinary action.

## **ONLINE USE**

All District policies and school rules pertaining to behavior and communications apply to online use. The use of this District's computer network services capabilities must be for educational purposes only and be consistent with this District's mission.

1. Users are not allowed to access the District's computer network services for any private or commercial purposes. Users are not allowed to attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless pre-approved by the board or superintendent.
2. Illegal activity is prohibited and may result in referral to law enforcement.
  - a. Sending, receiving, or accessing obscene or pornographic material is prohibited.

- b. Sending, receiving, or accessing harassing, threatening, or objectionable material is prohibited.
3. Using programs to infiltrate a computing system and/or damage the software components is prohibited.
4. Students and staff will use the computer network service resources efficiently to minimize interference with others.
5. Users are responsible for making back-up copies as needed.
6. Users are responsible for taking precautions against computer viruses on their own equipment and this school District's equipment.
7. Users will not transmit materials, information, or software in violation of any local, state, or federal law.
8. Attempts to log in to the system using another user's account will result in termination of the user's account.

### **ONLINE CONDUCT**

All users are required to abide by the generally accepted rules of computer network service etiquette. These include, but are not limited to, the following:

1. Users will not be abusive in their messages to others.
2. Users will not swear, use vulgarities or any other inappropriate language.
3. Users will not reveal personal information regarding others and should be cautious when revealing users' own personal information (home address, phone number, etc.).
4. The computer network service may not be used in such a way that use would disrupt the use of the computer network service by others.
5. All communications and information accessible via the computer network service should be assumed to be private property but open to District scrutiny, and review at any time.
6. Users will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor encourage the use of controlled substances.

Any on-line conduct that is determined by the system administrator to constitute an inappropriate use of this District's computer network service or to improperly restrict or inhibit other users from using and enjoying this District's computer network service is strictly prohibited and may result in disciplinary action.

### **COPYRIGHTED MATERIAL**

Copyrighted material will not be placed on any system connected to this District's computer network service without the author's written permission. The following will apply to copyrighted materials:

1. Only the owner(s) or persons specifically authorized may upload copyrighted material to the

computer network service.

2. Users may download only that copyrighted material for which permission has been requested and granted, or that falls within the fair use exception to the copyright laws.
3. A user may redistribute a copyrighted program only with the express written permission of the owner or authorized person or as provided by the fair use exception.

### **ELECTRONIC MAIL**

Electronic mail (“e-mail”) is a private electronic message sent by or to a user in correspondence with another person having Internet mail access. The following provisions apply to e-mail:

1. Messages received by the computer network service are retained on the system until deleted by the recipient.
2. A canceled computer network service account will not retain its e-mail. Users must remove old messages in a timely fashion.
3. The system administrators may remove e-mail messages if not attended to regularly by the users.
4. E-mail may be viewed by others. There is no guarantee of confidentiality.
5. The system administrators will not intentionally inspect the contents of e-mail sent by one user to an identified addressee, or disclose such contents to anyone other than the sender, or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or this District’s policies, or to investigate complaints regarding e-mail which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
6. This District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on this District’s computer network service.

### **THIRD-PARTY SUPPLIED INFORMATION**

Opinions, advice, services, and all other information expressed by students, staff, information providers, service providers, or other third-party personnel on the computer network service provided by this District are those of the individual and do not represent the position of this District.

### **DISK USE**

The system administrators reserve the right to set quotas for disk use on the computer system. Users exceeding their quota will be required to delete files to return to compliance. Users may request that their disk quota be increased by submitting a request stating the need for the quota increase. In determining whether to grant the request, the designated administrator will review the space available and the reason for the request. The decision of the administrator regarding disk use is final and not appeal able. A user who remains in non-compliance of disk space quotas after seven (7) days of notification will have his or her files removed by a system administrator.

### **SECURITY**

Security on any computer system is a high priority. All District users will meet the following requirements:

1. If a user feels that he or she can identify a security problem on the computer network service,

the user will notify a school administrator. The user will not demonstrate the problem to others.

2. Users may not let others use their account and password nor will they leave their account open or unattended.
3. Users will change passwords regularly, using combinations of letters and numbers and will avoid using Standard English words and names.
4. Users will immediately notify a school administrator if their password is no longer secure, or if they have reason to believe that someone has obtained unauthorized access to their account.
5. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer network service.

### **VANDALISM**

Vandalism will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the computer network service, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

### **STUDENT DISCIPLINE**

Violation of this policy may result in the following disciplinary actions:

1. A student may lose computer privileges/network access. The duration of loss will depend on the student's age and severity of the violation as determined by the system administrator. Students found to flagrantly or persistently violate this policy may lose all computer privileges/network service access for the remainder of the school year, or for the duration of school attendance.
2. A student may be removed from class, suspended, or expelled from school if he or she engages in conduct on the computer network service that constitute flagrant or persistent violations of this policy or could be considered illegal, as defined by federal and/or state law. Students committing illegal acts may be referred to the local law enforcement agency.
3. Each student is responsible for any damage he or she may cause to this District's computers or to the computer network service. The student must pay all costs incurred in restoring the computer or the network service to its previous working order.
4. If a class requires the use of a computer and/or the computer network service, a student who has lost computer privileges under this policy will be allowed to participate under direct teacher supervision unless he or she has been removed from the class.

### **UPDATING USER ACCOUNT INFORMATION**

The computer network service may occasionally require new registration and information from users to continue the service. Users must notify the designated administrator of any changes/deletions in user information (address, phone, name, etc.).

### **TERMINATION OF ACCOUNT**

A user's access to, and use of, the computer network service may be terminated at any time by notifying a system administrator. An account that is inactive for more than thirty (30) days may be removed along with that user's files without notice given to the user.

An administrator reserves the right, at his or her sole discretion, to suspend or terminate users' access to and use of the computer network service upon any violation of this policy.

This District's administration, faculty and staff may request the system administrator to deny, revoke, or suspend specific user access.

# # #

**LEGAL REFERENCE:**

17 USC Section 1001, et seq.

Children's Internet Protection Act, Sections 1703 to 1721, U.S.C. Section 254(h)(1)

Idaho Code Sections

6-210

18-2201

18-2202

**ADOPTED: 12/09/03**

**MIDDLETON SCHOOL DISTRICT #134  
POLICY AND PROCEDURE MANUAL  
SECTION 600 – Educational Records**

COMPUTER & NETWORK SERVICES USER AGREEMENT...PROCEDURE #698P

I understand and will abide by the Middleton School District Board of Trustees adopted Internet policy. I further understand that any violation of the rules and regulations in policy as established by the school is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

User Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Print Name: \_\_\_\_\_

PARENT OR GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read this District’s policy entitled “Computer and Network Service.” I understand that this access is designed for educational purposes and this District has taken available precautions to eliminate controversial material. **However, I also recognize it is impossible for this District to restrict access to all controversial materials, and I will not hold it responsible for materials acquired on the computer network service.** Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

User’s Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I am a: \_\_\_\_\_

Student of this Middleton School District and will graduate in - \_\_\_\_\_

Attending school at: \_\_\_\_\_

Certified staff member of this District, teaching \_\_\_\_\_

in grade \_\_\_\_\_ at \_\_\_\_\_

Non-certified staff user of this District working as a \_\_\_\_\_

**Other user** \_\_\_\_\_

**MIDDLETON SCHOOL DISTRICT #134  
POLICY AND PROCEDURE MANUAL  
SECTION 600 – Educational Records**

**COMPUTER SOFTWARE.....POLICY #696**

All District staff and students will abide by the licensing agreement that accompanies each piece of software purchased by this District or used on District equipment. A notebook will be kept in the room where the equipment is primarily located. Included in this notebook will be:

Licensing agreements and warranties for the software used on the equipment.

Software licensing numbers.

Print out of autoexec.bat, config.sys, windows.sys ini, and win.ini (if applicable) or a utility printout.

A copy of all licensing agreements will be filed with the systems administrator. The District building, room location, and name of software will be written on, or attached to, the agreement. Whenever a software backup copy is made, it will be used exclusively for that purpose, with the original secured in a locked location.

**INTERNET FILTERING SOFTWARE**

The District will utilize technology protection measures to block or filter Internet access to visual depictions that are obscene, contain child pornography, or are harmful to minors. The systems administrator will oversee the procurement of such technology protection measures, evaluate the District's computer network service, at least annually, to determine whether the technology currently being used is adequate to comply with federal requirements regarding Internet safety for minors, and certify compliance with such federal regulations.

**USE OF PRIVATELY-OWNED SOFTWARE**

District staff and students are not allowed to use privately-owned software on District equipment without prior approval by the systems administrator. All personal software used on District equipment will be accompanied by:

1. The original discs (accessible to the systems administrator);
2. A copy of the licensing agreement; and

The systems administrator will monitor compliance by staff and students of all policies related to computers and/or software. Violations of such policies may result in appropriate actions taken pursuant to the Computer and Network Service policy.

**LEGAL REFERENCE:**

17 USC Section 101, et seq.

47 USC Section 254(h)(1)

Marcus v. Rowley, 695 F.2d 1171 (9th Cir. 1983)

**ADOPTED: 12/09/03**

# **Appendix B**

## **District Technology Forms**

**Charitable Contribution Form**  
**Software Approval Form**  
**Request for Network Access Account**  
**Employee Internet Access Form**  
**Technology Maintenance Request**  
**Proposed Web Page Application**  
**Release Form for Student Work**  
**Student Email Account Request Form**  
**Request for Reconsideration of a Website**



## Middleton School District #134 Charitable Contribution Form

I \_\_\_\_\_ would like to make a charitable contribution to the  
Middleton School District #134.

Amount to be given: (CASH/CHECK)\$ \_\_\_\_\_  
(PROPERTY) \_\_\_\_\_  
(VALUE OF PROPERTY) \$ \_\_\_\_\_

I would like this contribution to be used for:

- \_\_\_\_\_ Athletics
- \_\_\_\_\_ Instructional Materials/Equipment
- \_\_\_\_\_ No Stipulation
- \_\_\_\_\_ Scholarship Fund
- \_\_\_\_\_ Other (Specify) \_\_\_\_\_

\_\_\_\_\_  
(Donor Signature)

\_\_\_\_\_  
(Date)

---

### District Acknowledgement

Thank you very much for your generous donation to the Middleton School District #134.

This donation may qualify you for an itemized deduction on your tax return and a credit on your Idaho return.

Your gift will be acknowledged in the records of the School District.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

Original to Originator: Copy to Superintendent's Office  
RHB/ds 8/1/01

05appBA



## Middleton School District #134 Software / Hardware Approval Form

\_\_\_\_\_

Date of Request

Submitted By	School
Name of Software	Description of Hardware
Software Company	Hardware Company
Machine Requirements: CPU Speed: _____ Memory: _____ Graphics Type: _____ Sound Card: _____ CD-ROM speed: _____ Hard drive space: _____  <div style="text-align: center;">             Individual              Lab Pack              Network           </div> PC Location: _____	Network Requirements: Novell Compatible: <input type="checkbox"/> Yes <input type="checkbox"/> No Network Protocol(s) Used : _____ Network Connections: _____ Requirements (other): _____ _____ IT Setup Required: <input type="checkbox"/> Yes <input type="checkbox"/> No   Machine Name/Location: _____
Grade Level	
Explain how the software will be utilized in the district's and school's curriculum.	Describe how this hardware will be used and where in the school it will be located.
Software Approved By Supervisor	Hardware Approved by Supervisor
Software Approved By Network Admin.	Hardware Approved by Network Admin.



## Middleton School District #134 Request for Network Access Account

---

Date

---

First Name

Last Name

---

Position

School

---

Proposed Password (must be a combination of letters and at least 1 number, minimum of 5 characters long.)

You must also have a signed copy of the Network Access agreement on file with your school Administrator.

---

Employee Signature

Date

**Please read and sign this form  
and return to Shane Baker, IT Supervisor. 208.585.3027 ext 133**



## **Middleton School District #134 Employee Internet Access Form**

I understand and will abide by the Middleton School District Board of Trustees adopted Internet Policy (**See Educational Program Policies 600 – 698 – 698P in the Policy Manual**). I further understand that any violation of the rules and regulations in policy as established by the school is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and/or appropriate legal action may be taken.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please read and sign this form  
and return to your school Administrator.**



**Middleton School District #134**  
**Instructional Technology Department Maintenance Request**

School Building: \_\_\_\_\_ Room: \_\_\_\_\_

Describe the maintenance/repair being requested:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal or Supervisor)

---

Received by IT Dept. Date: \_\_\_\_\_ Signature \_\_\_\_\_

IT Dept. Response:

Work completed \_\_\_\_\_ by \_\_\_\_\_  
(date) (name of Technician)

Work projected to be completed by \_\_\_\_\_

---

A copy of this request with IT response to be returned to the Building Principal or Supervisor within 5 days of receipt.

05appBE



## Middleton School District #134 Proposed Web Page Application

Sponsor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department or Organization requesting a web page: \_\_\_\_\_  
\_\_\_\_\_

Outline of proposed web page:

1. Number of pages required for department/organization: \_\_\_\_\_

2. Description of pages (content of the individual pages):

Page 1: \_\_\_\_\_  
\_\_\_\_\_

Page 2: \_\_\_\_\_  
\_\_\_\_\_

Page 3: \_\_\_\_\_  
\_\_\_\_\_

(Use back of page for additional page requirements/descriptions)

3. In the existing site, from what page should this new page be linked (be as specific as possible)? \_\_\_\_\_

4. Will there be links to any web sites outside of the District's web site? \_\_\_\_\_  
(If you answered yes, please attach a list of the web sites and web addresses to this application)

By submitting this application for creation of a web page, I understand that as the Sponsor of this organization or department, I am responsible for ensuring that all submitted changes in an approved page are in compliance with all applicable laws and District policies.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Signature of Building Administrator

\_\_\_\_\_  
Signature of Director of Technology

( ) Approved

( ) Rejected

05appBF



## Middleton School District #134 Release Form for Student Work

The Middleton School District is including work by students on our web site. Work by your student has been chosen for possible inclusion on our web site. We need your permission to include the student's name, grade and/or school with the work.

The form below will be used to document your permission. A parent or guardian must fill out the form for students under age 18. Students over 18 should use the lower portion. Please fill out the appropriate section and select your options. Declining name, age or school permission will not affect whether or not the work is used on the site, only how much identifying information is included. You can, however, decline permission to have your student's work published.

Please complete the form, sign it and return it to your student's teacher within 10 days.

### Permission Form - Under 18 (please print)

Student's Name: \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_  
Your address: \_\_\_\_\_

**I am the parent/legal guardian of the child named above. I have read the information at the top of this sheet and:**

**I do** give permission to publish my student's work on the Middleton School District web site. **YES**  **NO**

*(If you checked "YES" please select one box in each row)*

<input type="checkbox"/>	<i>I do give permission to you to include my child's <b>FIRST NAME</b> on the Middleton School District web site.</i>	<input type="checkbox"/>	<i>I do not give permission to you to include my child's <b>NAME</b> on the Middleton School District web site.</i>
<input type="checkbox"/>	<i>I do give permission to you to include my child's <b>GRADE</b> on the Middleton School District web site.</i>	<input type="checkbox"/>	<i>I do not give permission to you to include my child's <b>GRADE</b> on the Middleton School District web site.</i>
<input type="checkbox"/>	<i>I do give permission to you to include my child's <b>SCHOOL</b> on the Middleton School District web site.</i>	<input type="checkbox"/>	<i>I do not give permission to you to include my child's <b>SCHOOL</b> on the Middleton School District web site.</i>

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### Permission Form - Over 18 ONLY (please print)

Your Name: \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_  
Your address: \_\_\_\_\_

**I am the person named above and am 18 years of age or older. I have read the information at the top of this sheet and:**

**I do** give permission to publish my work on the Middleton School District web site. **YES**  **NO**

*(If you checked "YES" please select one box in each row)*

<input type="checkbox"/>	<i>I do give permission to you to include my <b>FIRST NAME</b> on the Middleton School District web site.</i>	<input type="checkbox"/>	<i>I do not give permission to you to include my <b>NAME</b> on the Middleton School District web site.</i>
<input type="checkbox"/>	<i>I do give permission to you to include my <b>GRADE</b> on the Middleton School District web site.</i>	<input type="checkbox"/>	<i>I do not give permission to you to include my <b>GRADE</b> on the Middleton School District web site.</i>
<input type="checkbox"/>	<i>I do give permission to you to include my <b>SCHOOL</b> on the Middleton School District web site.</i>	<input type="checkbox"/>	<i>I do not give permission to you to include my <b>SCHOOL</b> on the Middleton School District web site.</i>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

05appBG



## Middleton School District #134 Student E-Mail Account Request

As the supervising teacher, \_\_\_\_\_,  
(teacher's name)  
I request that an e-mail account be created for \_\_\_\_\_,  
(student's name) \_\_\_\_\_ at \_\_\_\_\_.  
(grade) (school)

The purpose of this e-mail account is:

Account duration:

Starting date: \_\_\_\_\_

Ending date: \_\_\_\_\_

I have read the conditions for a student email account and agree with the terms.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(After all signatures have been affixed, the completed form must be delivered to the District Technology Director)**

05appBH



**Middleton School District #134**  
**Student Application and Consent form for School Internet Access**  
**PROCEDURE #698P**

I understand and will abide by the Middleton School District Board of Trustees adopted Internet policy. I further understand that any violation of the rules and regulations in policy as established by the school is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

User Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Print Name: \_\_\_\_\_

PARENT OR GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read this District's policy entitled "Computer and Network Service." I understand that this access is designed for educational purposes and this District has taken available precautions to eliminate controversial material. **However, I also recognize it is impossible for this District to restrict access to all controversial materials, and I will not hold it responsible for materials acquired on the computer network service.** Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

User's Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I am a: \_\_\_\_\_

Student of this Middleton School District and will graduate in - \_\_\_\_\_

Attending school at: \_\_\_\_\_

Certified staff member of this District, teaching \_\_\_\_\_

in grade \_\_\_\_\_ at \_\_\_\_\_

Non-certified staff user of this District working as a \_\_\_\_\_

**Other user** \_\_\_\_\_



**Middleton School District #134**  
**Request for Reconsideration of a Website**

---

URL and Name of Website

---

The Material is used in:            (Title of Subject or Library)    (Room #)    (School)

---

Name (Please Print)

---

Date of Request

Request to “Open” a site:

1. How was the website or other Internet materials brought to your attention?
2. What specific need do you have for this website that are not available anywhere?
3. Describe the unique attributes of this website that are not available anywhere else.
4. Do you feel that the website or other internet materials would be of interest to a particular class or subject matter?

Request to “Close” a site:

1. What specific objections do you have to the website or other internet materials? Please indicate content that you object to and state your reasons for your objections.
2. Do you feel that the website or other Internet material is objectionable for all viewers, or only to a particular group?

---

Signature

Date

When you have completed his form, please return it to the building principal for evaluation and recommendation.

---

Principal Signature

Date

Director of Technology Signature

Date

( ) Approved

( ) Rejected

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# Appendix C

## Web Page Implementation Procedures and Guidelines

# **Middleton School District #134**

## **Web Page Implementation Procedures and Guidelines**

### **Web Page Content**

The Middleton School District's web site affords staff and students the opportunity to compose and publish educational information. These procedures and guidelines are provided to direct and to assist authors as they draft their web sites.

### **Goals/General Statements**

District and school-supported web pages are designed to:

- (a) Provide information about the District and its schools
- (b) Provide information about classroom activities and policies
- (c) Provide teachers and other staff members with a resource to enhance instruction
- (d) Provide students with an opportunity to showcase their work

The Middleton School **District Web site should contain:**

- a) The District's Mission and Vision statements and other pertinent parts of the District's Strategic Plan
- b) Current news and announcements regarding the District and its entities
- c) Current telephone book (office numbers and extensions)
- d) General announcements affecting large numbers of school patrons and/or students
- e) Employment Opportunities within the District
- f) Link to school home pages; links to employee organization home pages; links to valuable educational sites
- g) Board policies, regulations, and guidelines
- h) Curriculum guides and parent resources
- i) Current SDE School Report Cards

In general, all **District School Web sites should contain:**

- (a) The School's Mission statement and current Improvement Plan(s)
- (b) The latest available SDE School Report Card
- (c) Current Telephone book (office numbers and extensions)
- (d) Registration guides, class descriptions, parent resources
- (e) School calendar, including information on special events
- (f) Latest issues of the School's newsletter and/or newspaper (student name/picture permission issues have relevance here, see Student Safeguards section)
- (g) Links to web sites relevant to the curriculum of the school
- (h) Samples of student work (with permission)
- (i) Information regarding clubs, sports activities, departments, etc.
- (j) Homework policies

**A Faculty Member's web site might contain:**

- a) Classroom rules, consequences and rewards
- b) Resources to assist in completing classroom assignments
- c) Links to external sources of information that would enrich instructional topics
- d) Descriptions of the classroom, instructional team, school, etc.
- e) Detailed information about assignments and class work, field trips, etc.
- f) Student accomplishments and/or awards
- g) Student projects or artwork (permission required)

**Faculty members should avoid:**

- a) Non-job related personal information
- b) Personal opinions about school policy or related controversial issues

Material on teacher’s web pages may reflect an individual faculty member’s thoughts, interests and activities. Such web pages do not represent individual schools or the Middleton School District, nor are they endorsed or sanctioned by the individual school or the District.

Concern about the content of any page(s) created by students or staff member should be directed to the building principal or to the District Director of Technology.

**All Pages (district, school, organization, faculty) must include:**

- a) “Copyright Notice: No material on any Middleton School District webpage may be copied without the express written permission of the administration unless permission is clearly stated on the page”
- b) “Comments and suggestions regarding this web site should be sent to [webmaster@msd134.org](mailto:webmaster@msd134.org)”
- c) A postal address and/or school phone number where problems can be reported through traditional means
- d) The date the page was created and last modified

**Publishing a New Webpage**

Whenever a teacher, class, department or organization wishes to publish a webpage on the District’s web server, the teacher or sponsor must complete a “Proposed Web Page Application” form (see Appendix B) and submit it to the building administrator for his/her approval. Once the application has been approved by the administration, it must also be signed by the Director of Technology. Once the two signatures have been affixed, it shall be responsibility of the building webmaster, working cooperatively with the District webmaster, to complete the upload of the new pages.

Upon approval the staff sponsor of the page(s) assumes full responsibility for the contents of the pages.

**Advertising Policies**

You may not be compensated for advertising another site or a product on your web site. You may not run a business from the District's web site.

**Posting of School Information, Student Work, and Student Pictures on the Web**

In conjunction with the Children’s Online Privacy Protection Act, it is illegal to use images of students without expressed written permission. Prior to publishing images of students, signed permission slips from parents or guardians must be completed and filed. (see Appendix B, “Release Form for Student Work”) Never publish the full names or other personal details identifying individual students. First consideration must always be given to the safety of students and staff members.

The principal must approve any school or departmental information that is published on the Internet. Authorship of any student work published on the WWW should be identified with the student’s first name or pen name only. Similarly, photos of students published on the WWW, when accompanied by names, must be limited to first names only. No student photos should be published without the filing of parent permission. Additional information about the Children’s On-line Privacy Protection Act can be found at:

<http://www.ftc.gov/bcp/online/pubs/buspubs/coppa.htm>

and

<http://www.ftc.gov/bcp/online/pubs/online/kidsprivacy.htm>

### **Considering the Visitor to Your Site**

#### Configuration and Interface

- a) Do not assume that every visitor has current hardware and software.
- b) Do not create a site so technically complex that only a small percentage of your visitors can view it properly.
- c) Users may browse with images turned off. Consider what your site looks like without graphics.

#### Site navigation: Consider the following:

- a) Link different pages to one another (back & forth).
- b) Make information easy to locate.
- c) Avoid making your site overly complex.
- d) Include an e-mail contact on the home page.

#### Generating repeat visits:

- a) Make your site a source for useful material.
- b) Make your site an authoritative source on a particular subject.
- c) Make your site easy for the visitor to figure out what has changed, and when (include a revision date).

### **Student Safeguards**

A decision to include any portion of a student’s name, pictures (video or still), or work on the web site requires written parent/guardian permission. Documents may not include a student’s phone number, address, names of other family members, or names of friends. Web page documents may not include any information that indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in school-sponsored activities.

Please refer to “*Release Form for Student Work*”.

## **Design Guidelines**

Users are expected to follow general web page design guidelines to assure maximum accessibility and usability.

### **General Layout**

- a) Prepare a storyboard in the initial stages of your design process.
- b) Keep your home/main page small so it loads quickly. Under 15 seconds is a sensible goal.
- c) Keep the layout of each page uniform and use the same controls to perform the same action everywhere.
- d) Put a title on every one of your pages.
- e) Use standard naming conventions.
- f) If you use graphic elements as navigational controls, include text links as well.
- g) Select a light background color for your pages. Background colors do not print and a dark background color under light text will result in an unreadable printed page. Use graphic backgrounds with caution.
- h) Consider how text, including links, will show up against your background color. Make sure the contrast is sufficient to make all text clear. Use color to convey information or to draw attention to where it is really needed.
- i) If you are presenting text documents on your pages, give some thought to making them easy to read.
- j) Enlarging font size increases scrolling requirements and can make your pages difficult to read. Use the default font sizes in text and headings.
- k) Identify all graphics with ALT text to assist viewers who may visit your site without graphics enabled.
- l) Keep your images as small as is feasible. Do not use unnecessary images.

### **Testing and Validation**

- a) Test your pages with several different browsers. Be sure to test using the major online services such as Internet Explorer and Netscape.
- b) Test your pages with the option to view images turned off.
- c) Test your pages after making even trivial changes, just to make sure you have not broken something.
- d) If your page requires a special plug-in or helper application, or uses a special file type, test to see what happens if one or more is missing or not supported.
- e) Have other people look at and evaluate your site.
- f) Check all your links to make sure they are active and accurate.

### **Maintenance**

- a) Staff members are responsible for maintaining their individual web pages. Links to other sites should be up-to-date and accurate. Do not leave out-of-date information on your site.
- b) Each school will select a web master to maintain the school home page and to upload completed teacher/staff pages.

### **Web Publishing Procedures**

- a) Upon approval, staff will be provided Microsoft Front Page to design and build their web pages.
- b) Staff will save their web pages in their personal folder under a "Web" folder similar to T:\TeachersName\Web, with the home page named "index.htm."
- c) Staff member will email their building web master when page(s) is completed and ready to be moved to the Web server and linked with the school home page.
- d) Individual staff members are responsible for keeping web page information current and up-to-date, and for informing the school's Web master when changes have been made so that Web server can be updated.
- e) As the newly designed and newly launched webpage becomes available on the school's website, staff members may be given the ability to update their web pages directly to the Web server.