

Close Send Policy To..

Category: 6000 Personnel

Policy: 6380

Type: P

Title: **Cortland World Wide Web**

6380 P

Adopted: Last Revised:

01/01/97

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Responsibility Action

Technology Planning Council Provides opportunities for students and employees to contribute to the district's presence on the world wide web.

TPC/Web Working Group Designs and implements web training.

Web Working Group Designs the "sponsorship" process for students and staff. Approves all web pages or links on the district's web servers. Oversees and monitors the district website for compliance with district web policy, regulation and procedures.

Web Working Group/Webmaster Checks periodically for the timeliness and relevance of pages.

Webmaster Links pages. Serves as standing member of Web Working Group.

Sponsor Informs potential student authors of training opportunities, policies and regulations regarding web authorship. Provides assistance as needed to web student authors.

Web Author Obtains sponsorship and appropriate training. States objective that conforms to the district web policy. Adhere to copyright laws. Uses disclaimer indicating that a user is leaving the district server and that the linked material is not necessarily approved by the district.

Teacher Obtains signed permission forms as appropriate from students.

Building Administrator Obtains signed permission forms as appropriate from staff.

Personnel Coordinator Obtains and maintains new employee permission forms.

Central Registrar Obtains and maintains new student permission forms.

Building Administrator with Removes authoring privileges or other discipline

Technical Administrator Any measures

9/97