

Web Publishing Guidelines

The World Wide Web is the fastest growing part of the Internet. It allows computer users to post messages and information that can be seen in a matter of seconds all over the world. With this global audience at our doorstep, the LPS believes it is important to establish guidelines for publishing on the World Wide Web.

First and foremost, these guidelines will ensure that any material posted for the global community reflects the high educational standard of Lexington Public Schools. All published pages and corresponding links stored on school department servers must be related to Lexington's educational goals and objectives or related to school sponsored activities.

Publishing children's material on the public schools web pages is to be encouraged and supported throughout the schools with certain guidelines. As an overall guideline:

If a project has the high quality educational value to be posted outside the principal's office, then it is deemed appropriate for publishing on the Web.

Guidelines for publication:

1. Individual teachers will review their students' material before publication. The quality and completeness of any published work should be such that both student and teacher are proud that a global audience can experience it. Review procedures for publishing established by the school will be the same as publishing in other formats, such as newsletters, notices sent home. Reviewers will validate content and first level links.
2. Teachers are strongly encouraged to have instructional technology specialists or colleagues review classroom projects or individual student work before publication on the Web. It is the teacher's responsibility to make sure content is updated and/or removed on a timely basis.
3. Teachers will follow copyright laws for publishing on the Web. Use of clip art or text that is not created by the teacher, for example, should be specifically labeled as copyright free or permission granted from artist, photographer, or writer to use the image or text.

4. 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. Since publishing on the Web is an opportunity for communication with a wide audience, all staff are encouraged to provide an email account on the page for feedback.

The following safety procedures must be adhered to:

1. Pictures that include the heads of students should be posted only if written permission is given by parents.
2. No last names of students.
3. No home/school addresses or email addresses of students.
4. No telephone numbers for students.

Guidelines for other types of publication:

1. Review procedures for publishing will be the same as publishing in other formats, such as newsletters, notices sent home. (If a principal checks each piece of communication home, this procedure will still be in effect.)
2. General announcements such as minutes of meetings and calendars do not need to go through a review process.
3. The following identification procedures must be adhered to:
 - Identification of staff person or volunteer responsible for material on the page
 - Publishing date
 - Projected removal date

Note: Any projects or materials posted on the Lexington Public Schools site are owned by Lexington Public Schools. To reuse published material, please check with the Coordinator of Educational Technologies.

Summary of Guidelines for Posting

Personal Information	Placed on Web site
Student Name	First name only or pseudo name
Photograph	Check that standard written permission from parent/caregiver is signed
Student Work	Check that standard written permission from parent/caregiver is signed
Phone/home address	Never
Copyright	Images need to be credited-- Some sites ask you to site their URL