



"Common-Sense" Guidelines for Publishing of District Web Pages

Guidelines

All materials submitted to Technology & Information Services for posting or posted directly by a school/department to any home page must conform to the requirements and limitations contained in the LBUSD 'District Internet and Electronic Mail Guidelines and Procedures'.

- A. You may not, under any circumstances, publish both the picture and name of any student on a home page.
 - Reason: Protect children from pedophiles. Protect children from possibility of kidnapping by non-custodial parent
 - Exception: For high schools students if this information has been published in other media (television, etc.) AND only if accompanied by a signed release from custodial parent or guardian.

- B. You may not publish either the picture or the name of any student on a home page without a signed release from custodial parent or guardian.
 - Reason: Protect children from pedophiles. Protect children from possibility of kidnapping by non-custodial parent
 - Exception: None.

- C. All District policies concerning "hate speech", defamation, obscenity, plagiarism, etc. apply to the content of all home pages as they do to any other school or District publication.
 - Reason: Legal and ethical obligations.
 - Exception: None.

- D. All school or student home pages or updates to department, school or student home pages shall be approved by the Principal or Assistant Superintendent prior to posting or submission to Technology & Information Services to be posted.
 - Reason: To ensure that the materials to be included are appropriate, that they comply with all appropriate District policies, and that they further the instructional and administrative objectives of the District.
 - Exception: Principal or Assistant Superintendent may delegate this responsibility as they deem appropriate, although the final responsibility shall remain with the Principal or Assistant Superintendent.

 - **Note:** If the administrator has any questions or concerns about the appropriateness of material submitted for posting to the school home page, they may contact the District's Public Information Office to evaluate the appropriateness of the material in question.

- E. All non-school home pages or updates shall be approved by the Public Information Office prior to posting or submission to Technology & Information Services to be posted.
- Reason: To ensure that the materials to be included are appropriate, that they comply with all appropriate District policies, and that they further the instructional and administrative objectives of the District.
 - Exception: Materials previously approved for publication by the Superintendent, Deputy Superintendent or Chief Business and Financial Officer may be posted or submitted to Technology & Information Services for posting without this approval.
- F. Any materials which appear to violate the provisions of the LBUSD 'District Internet and Electronic Mail Guidelines and Procedures' or any other District policies or guidelines will be referred to the appropriate administrator for further review prior to posting.

Technical Guidelines

- G. Due to limited disc space on the server and the degradation in response time caused by users attempting to access large graphic images or web pages, schools and offices will be limited initially to a combination of text and graphics no greater than 5M bytes. This limitation will be reviewed periodically.
- H. In order to limit degradation in response times, no image may be embedded in any home page that is greater than 50K bytes. Larger image sizes will be permitted if they are on their own page and accessed by clicking a description or thumbnail graphic on the home page.
- I. Users are encouraged to use line art wherever possible, rather than photographs. Line art images are much smaller in file size, and load much more quickly than photographs.
- J. The use of image maps or CGI-BIN programs will be permitted, so long as they do not violate the restrictions listed above.
- K. All CGI-BIN programs must be submitted to Technology & Information Services as source code for review. Programs will be recompiled from the source code by Technology & Information Services staff. This is intended to limit the introduction of viruses or looping programs into the server.