

# Alpine School District

## Web Usage Policy

1. All use of Alpine School District web pages must be in support of education or educational research. (District Policy NO. 4490 – 1.1)
2. All web pages must adhere to UEN and UtahLink policy. (District Policy Rules and Regulations NO. 4100)
3. Web sites must not contain or promote material that is illegal, inappropriate, or objectionable in a public school environment. Vulgar language is also prohibited. (District Policy No 4490 – 1.1.1)
4. The use of a web site to defame or demean any person is prohibited. (District Policy 4490 - 1.1.1.2)
5. Student personal information shall not be published without written parental permission. (District Policy No 4490 – 1.3) Personal information includes photos, names, address, phone number or any information that could be used to identify an individual student. Last names are never to be published. In addition information covered under GRAMA, FERPA, and/or CIPA shall not be published on a web page. Group photos are permitted as long as the students are not highly identifiable and names are not attached to the photo.
6. Web pages shall not attempt to bypass the district filters or other security tools.
7. All web page use will comply with the district “Safe Schools” policy (District Policy No 5182)
8. Web pages are required to comply with all local, state, and Federal laws.
9. No web page may contain or distribute spyware, adware, or any hacking related tools.
10. Web pages shall not include mail servers, proxy servers, DHCP, or DNS servers.
11. Public chat, instant messaging, live video feeds and other forms of interactive communication (available outside the district) shall not be hosted on a web server without specific written consent from the Technology Department.
12. All web pages shall contain a link to a home page.
13. All home web pages shall contain a link to contact the web master responsible for that section of the web.
14. All Domain names should be registered and maintained through the Technology Department.
15. Alpine School District administration shall be the final authority on the use of the network.
16. All web pages must have a registered web master. This person is responsible for maintaining the server, performing updates, and assuring content is in compliance with district policy and standards.
17. No web page will be allowed outside the firewall that does not have a registered web master.
18. Web Masters shall:
  - A. Perform monthly updates of system software and web server software. This needs to be coordinated channeled through the maintainer of the server.

- B. Provide a means to assure all Internet content is in compliance with district policy. This may include providing a CMS (Content Management System).
  - C. Provide emergency contact information to district technology department.
  - D. Provide a root level access user name and password to the technology department.
  - E. Immediately report any security incident to the technology department before correcting, making changes, or accessing the server.
19. Web Authors are responsible to make sure site information is in accordance with this policy.