

## **AGREEMENT TO PUBLISH DOCUMENTS ON THE INTERNET/WORLD WIDE WEB**

Brenham ISD teachers and staff members who have network accounts have the opportunity to publish information on the Internet. The opportunity is granted to the undersigned employee providing she/he has read and agrees to abide by the policy statements as listed in this document.

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### **Purpose of Teacher Web Pages**

The purpose is to improve communication and education. Web pages should be used to communicate with students and parents. Web pages may be used as an instructional tool. Teachers may list homework, explain projects, list educational links, and display student work (with permission). All content on teacher websites including links to other websites must relate to curriculum and instruction or school-related activities.

### **Intellectual Property Rights**

Schools must protect individual rights concerning the publishing of student-produced work, such as poems, short stories, and art. Not only should the school have the permission of the student for such publications, but parents must also agree in writing.

Before posting student-generated work, the teacher must take reasonable care to insure that the content of that work is owned solely by the student. Plagiarism in any form is not permitted.

### **Responsibilities of the District**

- Provide web page training and technical assistance.
- Give teachers access to post web pages.
- Remove the teacher's access to post material to the web if the teacher has not followed the guidelines listed.

## **Responsibilities of the Teacher**

- Carefully review all content to be posted to see if it meets the criteria listed in this agreement.
- Follow any district or school standards as to the layout of material on the web pages. If a template is used by the district or school, the teacher is expected to use that template to maintain consistency and aesthetics.
- Provide navigation buttons in the same place on each web page.
- Review all content for spelling and grammatical errors.
- Keep all material up to date.
- Include the following on every page:
  - The date the page was modified
  - Your e-mail address for contact purposes
  - A link to BISD's home page
- Students' pictures may not be posted on teacher web pages unless the campus principal has given specific permission and the parent consent form is on file.
- Students' first and last names may not be posted on teacher web pages.
- Student work may be posted if the teacher has student and parent approval in writing. Only the student's first name may be posted with the student's work.
- Links from teacher web pages to personal home pages are not allowed.
- No part of the school district website can be used for any commercial purpose. District, campus and teacher websites cannot be used to promote financial gain, including advertisement of any services or materials for sale – including school fundraisers.
- Commercial web pages should not be linked to school pages unless that link provides access to educationally relevant information.
- Items may not be sold or bartered on a teacher's web page.
- Web pages should not contain any language that is offensive to others. In addition, they must not contain profanity, obscene comments, sexually explicit material, nor expressions of bigotry, racism, or hate. These pages must not include links to any other sites containing any of the language or material listed above.
- No web pages written by employees or students and maintained on a district-owned or provided server may promote or encourage illegal or immoral activities. No link from these pages may lead users to any other page that promotes or encourages illegal or immoral activities.
- Limit all picture and graphic files for bandwidth purposes. Over use of pictures and graphics can slow the speed at which the page is displayed on the Internet.
- All copyrights must be honored when clip art and other copyrighted material are used on a web site.

BRENHAM INDEPENDENT SCHOOL DISTRICT

**AGREEMENT TO PUBLISH DOCUMENTS  
ON THE INTERNET/WORLD WIDE WEB**

I have read the document "Agreement to Publish Documents on the Internet/World Wide Web."  
I agree to and will follow the policy statements listed in this document.

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Campus: \_\_\_\_\_

Signed: \_\_\_\_\_

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