MONROE TOWNSHIP SCHOOL DISTRICT
WEB PUBLISHING GUIDELINES

The Monroe Township School District's web publishing guidelines are to be followed when creating school-related web pages.

1. First names and first initial of last names on student work may be published.

2. Only photographs where individual students cannot be identified shall be used.

3. Personal student information such as address, telephone number, and birthday, shall not be posted.

4. Pictures and other personal information of staff members require prior permission of staff members.

5. Pages residing on Monroe Township Schools' servers shall not contain material violating copyright and permission laws.

6. No product or business service endorsements shall appear on the class webpages.

7. Any teacher or student created link referencing an external personal website shall have first created a staff webpage on the district's website.

8. Staff webpages shall include the Monroe school teacher email address on the page so that parents may reply.

9. It is the teacher's responsibility to update his/her website no less than one time per month.

Board Approved: December 12, 2007
Effective Date: July 1, 2008