

Sunrise School Division

Division Procedures

Procedure Number - 7300

Procedure Title	Online Publishing		
Date of Issue	January 2005	Related Policy / Procedure	
Revision Dates		Related Forms	<ul style="list-style-type: none">▪ Online Publishing Permission Form▪ Online Photograph Permission Form
Review Date	January 2007	Originator	Superintendent

Rationale

The Sunrise School Division recognizes the educational and communications value of publishing materials to the Internet.

Procedure

The Sunrise school Division will provide the equipment and infrastructure required to publish materials onto divisional websites.

- All materials must be of educational value and be in aligned with the Divisional Code of Conduct.
- Student work may not be published on a web site unless both the student and the parent(s) or guardian(s) have signed the *Sunrise Online Publishing Agreement*.
- At no time shall any student's personal information (full name, home address, e-mail address, or phone number) appear on Sunrise online published materials.
- All publishing must adhere to all copyright laws.
- The division reserves the right to audit and/or adjust materials and/or activity on any divisional equipment.

Practices

Educational Value:

- All use of ICT resources must have sound educational merit and/or support the Division guidelines, goals and policies.
- Published materials must not display, access, or link to sites deemed offensive according to Divisional policy.

Publishing Agreement:

- Only materials authorized by the sponsoring administrator will be published on Sunrise online servers.
- All publishers of material must have on file, at their site, an Online Publishing Agreement signature page.
- Student work may not be published on a web site unless both the student and the parent(s) or guardian(s) have signed the Online Publishing Agreement.

Privacy and Student Safety:

- At no time shall any student's personal information (full name, home address, e-mail address, or phone number) appear on Sunrise online published materials.
- All contact information should identify a webmaster or content sponsor.
- As a matter of daily practice, student pictures will not be published on divisional websites. On the rare occasion that they are (recognition for awards, etc.) written parental permission will be required.
- To assure student safety, full names will not be published. When student work is published, the first initial, last name can be provided.
- Permission must be obtained from any staff member prior to displaying his/her photograph or information.

Copyright Laws:

- Adhere to all copyright laws. Please pay particular attention to the copyright information in the Sunrise Online Publishing Guidelines (below).

Content Monitoring/Auditing:

- The sponsoring administrator should regularly "visit" online accessible content to monitor appropriateness, quality and educational value. All published content is ultimately her / his responsibility.

Sunrise School Division Administration and members of the ICT Team reserve the right to audit and/or adjust materials and/or activity on any Online Server publishing content sponsored by a Sunrise organization.

Responsibilities

For uniformity across the school division, the following terms will be used:

- WAN (Wide Area Network) Manager
- Administrator (school and division levels).
- School Webmaster (administrator, teacher or secretary).
- Content Contributors (staff and students).

Sunrise School Division WAN Manager

The WAN Manager will manage the Division Wide Area Network and Internet Server(s).

Responsibilities:

- establish Online Publishing guidelines and procedures;
- provide Online Publishing access for designated webmasters;
- ensure that all files are up-to-date;
- ensure the accuracy and appropriateness of all materials published so that they adhere to the division goals, guidelines and policies.

Administrator

All Sunrise School Division Senior Managers, Principals, and Managers have responsibility for content information published by their organizations online.

Responsibilities:

- develop site-based publishing procedures; who does what and how?
- ensures content and materials meet Sunrise standards for quality and excellence before they go public;
- designates a site webmaster who manages procedures;
- annually, shares Divisional Online Procedures with staff;
- submits a site contacts and server locations of all their online accessible content to the Division WAN Coordinator;
- ensures site Webmasters, Content Sponsors and/or Content Contributors understand their procedures, and;
- ensures that all content fits the Division goals, guidelines and policies.

School Webmaster

A webmaster is the person responsible for publishing content on an Online Accessible Server. This could be any staff member. All content published by a webmaster shall follow Sunrise Online Publishing Guidelines.

Responsibilities:

- develop his / her organization's online procedures;
- ensure that all materials published have been approved by the organization administrator;
- ensure accuracy and appropriateness of all materials published;
- practice effective file management so only current materials are on the Wan / Internet Server;

- ensure all active materials on servers are backed up;
- ensure Content Sponsors and/or Content Contributors understand Division goals, guidelines and policies, and;
- ensure content adheres to the Division goals, guidelines and policies.

Content Contributors

- Include individuals (staff, students, parents) who contribute content materials to an online accessible server.
- Staff is responsible for content prepared by their students and should ensure the accuracy and appropriateness of all of the materials they provide so that they adhere to the Division goals, guidelines and policies.
- All published content is ultimately the responsibility of the sponsoring administrator.