Hopkins County Schools
Internet Publishing Guidelines

- **Educational Value** – Material to be published must not display, access, or link to sites deemed offensive. All published material must have educational value, support the district guidelines, goals and policies, and must conform to established school guidelines. Schools should concentrate on submitting material that reflects school activities, student work, special projects, or aspects of the community that they serve.

- **Quality** – All work published must be free of spelling or grammatical errors. All navigation links must work, and no intentionally deal links or "under construction" pages are allowed.

- **Protect Privacy** – At no time shall any student or employee personal information (home address, home e-mail address, or home phone number) appear on school or district published materials.

- **Student Person Information** – To assure student safety, individual students should not be identified in photographs appearing on Internet published materials, unless a signed Media Release Form is on file at the school granting such permission. Documents may not include any information that indicates the physical location of a student at a given time, other than attendance at a particular school or participation in school activities.

- **Student Photos** – Not student photo shall be published on the school website without signed parental permission on a Media Release Form.

- **Copyright Laws** – Adhere to all copyright laws.

- **Content Monitoring/Auditing** – The sponsoring administrator should regularly "visit" Internet accessible content to monitor appropriateness, quality, and educational value. Accordingly, the school district reserves the right to audit and/pr adjust materials on any school website.