

# Internet Publishing Agreement

The Issaquah School District provides equipment to host district and school web sites, manages servers, enforces security, creates file back ups, and ensures compliance with laws and regulations.

Each school has a School Webmaster. The School Webmaster works under the supervision of the school principal and the District Webmaster and is the initial point of contact for all Internet publishing issues at the school. The School Webmaster assists the District Webmaster with the publication of relevant material on the Internet, enforces security procedures governing access to district web servers, and ensures compliance with district guidelines.

Ultimately, the school principal is responsible for content published within the school web site.

## Staff Member Agreement

### You may:

- Post original educational or curriculum-related materials in the form of text, graphics, video, and audio.
- Correspond with families via homework pages and newsletters.
- Showcase student work.

### You may not:

- Allow others, including students, access to the district web servers with your account. To request access for high-school students, please complete the *Internet Publishing Agreement for Students*.
- Use your website or other district-provided web services for personal gain, or to promote or distribute content that is considered inflammatory or politically-biased.

### You must:

- Protect the identity of students. Your website cannot reveal a student's last name, e-mail address, phone number, home address, or date of birth.
- Only publish items approved by the parents of students. This information is available in Skyward and may be obtained through your school's secretary.
- Comply with copyright laws. For more information, visit <http://www.copyright.gov/help/faq/>.
- Use all computer and internet services provided by the district for academic purposes.
- Complete the *Internet Publishing Agreement* at each school where you are employed.

*I have read the entire Internet Publishing Agreement and agree to abide by the policy. Publishing permissions may be suspended or revoked if I do not honor this agreement.*

\_\_\_\_\_  
STAFF MEMBER'S NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SCHOOL WEBMASTER'S NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**If approved, the school's Technology Specialist must be contacted to grant access to district web servers. The School Webmaster will keep this original document and provide the teacher with a copy.**