

Guidelines for using 21st Century Web Tools

Introduction

These guidelines have been prepared for anyone within the Harrisburg School District using 21st Century Web tools to enhance the instructional process.

The guidelines are not exhaustive and do not cover every situation that can arise in the open and networked environment but should be used along with common sense to provide a safe and reliable basis for all involved.

While the District encourages using the 21st Century Web tools it provides, the District understands the evolving and emerging nature of web technology. If using non-district web tools, all Harrisburg School District and School policies and guidelines are in effect as well as Federal and State Laws. If using non District web resources, an email is required stating the URL of the source and brief description of its educational application sent to webmast@hbgsd.k12.pa.us.

These 21st Century Web tools should only be used for educational purposes. Published content should support the District's vision, mission, and goals.

Student Safeguards

Parental permission is required on an annual basis for publishing student images (still and video) and student work on the web. Please see **DISTRICT STUDENT ACADEMIC WORK AND IMAGE (PHOTOGRAPHING/VIDEOTAPING) RELEASE**

Student initials, first name or an alias should be used to accompany student work. Student images may be posted if permission is granted but should not have any personally identifiable information accompanying images.

Students' full names and personally identifiable information will never be published on the Internet by the students or anyone acting as a representative of the Harrisburg School District while conducting business within the educational environment of the Harrisburg School District.

Content

All content should relate to District curriculum and instruction, student activities, or the general district operations.

It is expected the publishers of content will attempt to ensure that:

- Content is free of spelling and grammatical errors
- Content is current and accurate
- Content is plagiarism free, gives credit to original source, and adheres to copyright laws
- Links to other sites are monitored and educationally appropriate
- Content does not endorse or promote for-profit commercial gains
- Content is free of altered District logos and trademarks

Policies and Laws

The following is an example of the policies and guidelines teachers and learners should adhere to:

Board Policies

- 218 – Student Discipline- Code of School Conduct
- 300/400/500 (Administrative/ Professional/ Classified) Personnel Policy Statement
- 806 Child Abuse/Student Abuse
- 249 Bullying and Extortion
- 248 Harassment
- 304/402/502 (Administration/Professional/Classified) Affirmative Action
- 816 Acceptable Use of Internet

Federal and State Laws

- FERPA (students/teachers)
- HIPAA
- Copyright Amendment (Digital Act) 2000
- Cybercrime Act 2001
- Pennsylvania Criminal Code
- Child Internet Protection Act (CIPA)

Utilizing Appropriate 21st Century Web Tools

In establishing a presence on the Internet, the administrator, faculty member or student must control who can view or contribute to the site. All administrators and teachers should ensure that the learners are aware of who is able to view and post to the site.

Administrators and faculty should take care in using web tools with students to ensure they are not exposed to any content that is inappropriate, offensive or illegal. Further, in establishing the community, everyone must ensure that they maintain their duty of care for these learners, particularly with regard to privacy and child protection that may be compromised through interactions with third parties.

In taking this approach administrators and faculty must take particular care to ensure that the privacy of users is not compromised and that content posted to the site does not breach any other policies or laws, such as copyright or defamation. Further, in allowing students to post, it is essential that they have some understanding of issues related to privacy, plagiarism, codes of conduct and responsible public publishing.

The Harrisburg School District requires that everyone using 21st Century Web Tools with students establish a community that gives teachers control of approving content or the ability to delete inappropriate content. Teachers are responsible for monitoring their sites daily. Please consider all issues mentioned above regarding maintaining a safe and appropriate learning community.