

Hamilton County Schools

Web Account Policy (All Schools MUST submit a signed copy of this agreement before being granted space on our server.)

The Hamilton County Schools' web site (<http://www.hcde.org>) has been established as a dynamic forum to provide the community with information regarding Hamilton County Schools. It serves as a communication vehicle to publicize the goals, accomplishments, activities, and services of each school within our District. Intended audiences include: students, parents, employees, prospective employees, and the community at large. All content contained on the web site is consistent with the educational aims of our District.

Through the Information Technology Services Department, Hamilton County Schools provides web server space in the same manner as commercial Internet Service Providers (ISP) as a service to schools allowing them to publish *approved content to the Internet.

By obtaining an account on this server, you are agreeing to abide by the following:

The SCHOOL bears all responsibility for the content of its public web folder and its online presentation. Only a school designated webmaster, **who must be a paid employee of HCDE**, will have access to uploading files to the account. Others may be commissioned or used to develop content, but there must be only one assigned webmaster that is responsible for uploading files and checking all content *before* it is published to the Internet. It is the further responsibility of this individual to insure that the site is kept current.

The school must maintain a current backup of their website. HCDE will not be responsible for maintaining or restoring web content under any circumstances.

The Information Technology & Services Department of HCDE is happy to provide free space on our web server(s) for every school in the district to utilize. We are however, unable to provide web design, content development services or consultation to the individuals who have been charged with the creation and maintenance of a web presence for their school except for the schools that have opted to create their web site using DIALECT, our custom content management system. We will provide support and training as necessary to assist schools in using this system. If you have an existing (prior to July 1, 2010) web site on our web server at: <http://www.hcschools.org>, support only extends to that which is required to insure the designated web server(s) is/are functional and that the protocols necessary for file transfer via FTP:// or HTTP:// are configured and functioning properly. Additionally, we will be responsible for establishing the initial space on the server, configuring security on that folder which grants permission to the designated webmaster to add, change and/or remove its content but allows only read access to the public viewing its content. We will not be responsible for configuring the school's web site in such a way as to allow for read, write and execute permission required for sites that wish to use input forms for data collection or are database-driven. If you require this level of service and support we recommend you employ the services of a commercial Internet Service Provider (ISP) as we do not have the staff or infrastructure in place to support the implementation and maintenance of this technology. There will be no exceptions.

*All web content and hyperlinks must be consistent with board policy which includes, but is not limited to:

- Photographs depicting students must not be given file names that indicate the child's name or identify them in any way. Additionally, it is a violation of Board policy for the child's name to be associated with their photograph in any way without the expressed written consent of their legal guardian.
- No commercial or political content which includes a prohibition against any banner advertisements.
- No content deemed obscene, suggestive, critical of individuals or institutions or otherwise contrary to the mission and position of Hamilton County Schools.
- When asked to remove content for any reason, the school agrees to comply immediately or risk loss of host privileges.
- The school will not provide any portion of its space to entities other than those directly involved in school operations. i.e. a PTA schedule of meetings would be permissible, a website for the National PTA would not be.

An email link to a school or website administrator who will respond to all email in a timely manner must be included on the home page.

Date: _____

School/Department: _____

Signed Principal/Administrator: _____

By signing this agreement you are signing for the SCHOOL and this contract will be binding and enforced even upon the designation of a new principal/administrator. If the school no longer wishes to abide by this agreement, they must notify the acting Webmaster or Supervisor of Information Services in writing of their intent.

Designated Webmaster (Signature)

Please print name too.

Person responsible for uploading web content on behalf of their school.

Web Site Account Administrator - [Kelly C. Mayer](#) - 423.209.8445

Please print this form, obtain the necessary signatures and return to: Kelly C. Mayer in Information Technology Services in the Central Office via interoffice mail. You will be sent your log-in credentials to your HCDE provided email address for security purposes.