

## **GUIDELINES FOR HOSTING STAFF WEB PAGES**

I understand that I will be given permission to post and maintain my staff web page on a district server provided that I follow these guidelines.

1. I have read and understand all components of District's CQ Policy on the use of the electronic communications system.
2. All pictures of students placed on my page must have an Exhibit D form from the HCISD AUP Policy. Copies of Exhibit D forms must be sent to ITC prior to posting student pictures. This form will be kept on file until such time that the picture is removed from my web page.
3. My web page will be used for educational purposes and will not have business or political advertisement.
4. I will not place my personal resume on my web page for the purpose of finding employment outside the district.
5. I will maintain my web page so that it remains current.
6. I understand that if I am no longer employed by the Harlingen school district that my page will be removed from the school district server.
7. I agree to follow copyright laws. Any graphics I use that are not original will be lawfully acquired and credit given to the copyright holder.
8. I understand that any information or pictures that do not meet the District's CQ Policy will be immediately removed without prior notice. Failure to abide by CQ Policy can mean the termination of my ability to post my own web site.
9. I will not give access to my FTP account to students or any other individual.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Account

Approved: \_\_\_\_\_

\_\_\_\_\_  
Director, Instructional Technology