

ORGANIZATION, PHILOSOPHY, AND GOALS

Community Relations

Management of Fairfax County Public Schools' Intranet (FCPSnet) Presence

This regulation supersedes Regulation 1506.1.

I. PURPOSE

The Fairfax County Public Schools (FCPS) intranet site—fcpsnet.fcps.edu—is an important means of sharing information within Fairfax County Public Schools. Known as FCPSnet, this site is to be used as a primary means of doing the business of the school system. This regulation provides requirements and assigns responsibilities that are consistent with FCPS' education and communication objectives and security requirements for the management of FCPS' intranet presence.

II. SCOPE

A. Applicability

This regulation applies to all FCPS departments, offices, schools, and centers. It also applies to FCPS staff members when representing FCPS, regardless of the computer system used.

B. Definitions

Curator is a person assigned by a principal or program manager to maintain a set of school or department web pages on an FCPS web server regardless of the computer system used.

Web site is a collection of web pages that are interconnected by links.

Home page refers to the first page in any collection of web pages. It is usually named `index.htm`.

Systemwide information includes any information (data, statistics, publications, etc.) that represents the entire school division to the general public.

Browser is software that is used to access web files. The most commonly used browsers are Netscape and Internet Explorer.

FCPSnet is the Fairfax County Public Schools intranet and is accessible only from computers inside the FCPS network.

III. REQUIREMENTS

- A. Web pages on FCPS intranet web servers must have an informational purpose that is related to an FCPS assignment, project, job, or function.
- B. Web sites for FCPS schools, offices, centers, and departments must reside on servers located within the computer network supported by the Department of Information Technology (IT). All exceptions must be approved by the chief information officer, IT.
- C. Web sites for FCPS schools, offices, and departments must use domain names that are approved by IT. All exceptions must be approved by the chief information officer, IT.
- D. All systemwide information published on FCPSnet will be linked to the FCPSnet home page and other navigational web pages as deemed appropriate by the director, Office of Community Relations, or his or her designee.
- E. An employee or a student shall not establish a web server on any equipment within a school or office if that web server will be accessible beyond an office, classroom, or laboratory without prior approval of the director of IT operations. All exceptions must be approved by the chief information officer, IT.
- F. Copyrighted material shall not be placed on any part of a web page without full compliance with the terms of the copyright.
- G. Student names, photos, home addresses, phone numbers, and/or e-mail addresses may be posted on any FCPSnet web page, since such pages are not accessible to the general public.
- H. Information may not be posted on FCPSnet if it: violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, or is not approved by the principal or program manger.
- I. Content requirements for schools
 - 1. All pages must contain the date the page was last updated. This convention must be followed on all web pages unless the content dictates an exception.
 - 2. All pages must include the name of the page curator and the curator's e-mail address with a "mailto" link. This convention must be followed on all web pages unless the content dictates an exception.
 - 3. The home page for each school must include a link to the FCPSnet home page and to the FCPSnet search site. Subsequent pages should include a link to the school FCPSnet home page.

- J. Content requirements for departments and offices
1. The FCPSnet home page for each FCPS department and office must have a white background. Subsequent pages must also have a white background unless the content dictates the need for an exception.
 2. The top of each FCPSnet page must carry the standard navigational header graphic that indicates the department name. These graphics are created by IT Communications Design and are provided for the curator's use.
 3. Each department and office FCPSnet page must contain link to the subsection, office, or department home page; the date the page was last updated; the name of the page curator; and the curator's visible e-mail address with a link to it.
 4. Each department has an assigned FCPSnet color. This color is included in the standard navigation header graphic. The use of this color to unify all pages within each department's site is encouraged.
 5. Each department and office home page must contain the assistant superintendent's picture.
- K. Links to external web sites (sites not on an FCPS server) from FCPSnet web pages should be limited to those that serve a business purpose. The following disclaimer statement must appear on any web page that includes external links: "This web page contains links to one or more pages that are outside the FCPS network. FCPS does not control the content or relevancy of these pages."
- L. All FCPS web pages must be formatted to be accessed by a variety of users with differing technologies. At a minimum, web pages must be accessible with the browser standards outlined in the FCPS curator handbook: <http://fcpsnet.fcps.edu/ocr/curator/handbk.htm>
- M. Web pages must be designed to be compatible with all major browsers and should not use nonstandard tags.
- N. A copyright designation is not appropriate on any FCPS web pages, unless a copyright has been specifically registered for the material presented.
- O. Individual e-mail addresses must be provided on web pages so page visitors can ask questions and get additional information. In general, generic e-mail addresses are not appropriate for use on FCPSnet. The current version of Regulation 1505 offers guidelines for the use of such addresses.

IV. RESPONSIBILITIES

- A. All users must act in accordance with the current version of Regulation 6410.
- B. The director, Office of Community Relations, is responsible for establishing the accuracy and appropriateness of the official FCPS information posted on the FCPS

home page and for developing and maintaining the framework of the overall interface of the FCPSnet site. This includes the responsibility to approve all new files and folders to be added to the document root of the FCPSnet server (fcpsnet.fcps.edu).

- C. The chief information officer, IT, shall provide and administer FCPS intranet services, domain architecture, Internet protocol (IP) addresses, and connectivity within the FCPS network infrastructure and shall manage the FCPS central web servers.
- D. The Department of Information Technology, Communications Design, is responsible for creating all web page graphics that are used systemwide and departmentwide.
- E. Principals and program managers are responsible for the accuracy and appropriateness of materials posted on school and department web pages and for ensuring that the material is consistent with the official information posted by the director, Office of Community Relations.
- F. Any employee may serve as an FCPSnet curator. Receiving an account requires the permission of the principal or program manager. To request a curator account, use the online account request form: <http://fcpsnet.fcps.edu/ocr/curator/curatorapplication.htm>.
- G. Non-FCPS employees, including volunteers and students, may not serve as curators.
- H. Volunteers and students may help create and maintain web pages, but only the curator may upload or download files to the FCPS server.
- I. Curators are responsible for regularly updating their web pages and for removing outdated information and files.
- J. Developers of web pages shall follow the guidelines for curators in the FCPS Curator Handbook to ensure consistency in appearance and tone and to promote the quality of the information. This handbook is available from the Office of Community Relations and online at: <http://fcpsnet.fcps.edu/ocr/curator/handbk.htm>.
- K. Curators must check all links from their web pages to sites not on the FCPS server (external links) at least twice annually to ensure that the links are accurate and that the information presented has not changed and continues to conform to FCPS standards for instructional materials.

See the current versions of: Policy 1503, Web Site Privacy
 Regulation 1505, Management of Fairfax County Public
 Schools' Internet Presence
 Regulation 6410, Appropriate Use of Fairfax County Public
 Schools' Network and Internet Resources
 Regulation 7330, Security of Students and Others at School