

## **Administrative Regulations**

### **COMMUNITY RELATIONS**

#### **District And School Web Sites**

##### **Content**

District and school Web sites shall provide current and useful information regarding district programs, activities and operations. Such information shall be appropriate for both internal and external audiences.

The content of Web sites may include, but not be limited to, district or school news, district mission and goals, agendas and minutes of Board of Trustees meetings, policy information, messages from the Board or administrators, information about curriculum and instruction, school calendars, student projects, school clubs and activities, lunch menus, transportation schedules, school map, school handbook, parent conferences, educational resources, links to other educational sites and contacts for further information. Web sites may not include content prohibited by law or District policy.

The Superintendent or designee shall make the information contained in the School Accountability Report Card accessible on the Internet and shall ensure that such information is updated annually. (Education Code 35258)

Student work may be published on a Web site provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a newspaper or school newsletter. If existing publications are published, students shall be identified in those publications only by first name.

Students, staff or other individuals may not use district or school Web sites to provide access to their personal Web pages or online services.

Copyrighted material shall not be posted on a district or school Web site unless the copyright holder has granted permission to reprint the material. The Web site shall include a notice crediting the original producer of the material and stating how and when permission to reprint the material was granted.

##### **Roles and Responsibilities**

The district Web master shall be responsible for the content and publication of the district Web site upon approval of the Superintendent or designee. He/she shall review all content before publication, upload content to the district Web server, regularly check links for accuracy and appropriateness, keep the Web server free of outdated or unused files, and provide technical assistance as needed to school Web masters.

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The school Web master shall perform similar duties related to the content and maintenance of the school's Web site upon approval of the school principal. The principal or school Web master shall notify the Superintendent or designee regarding the creating and updating of a school Web site.

#### **Security**

The Web site host computer shall have security procedures that prohibit unauthorized persons from accessing system-level controls or making changes to Web site content. To the extent possible, the host computer shall be in a lockable room with restricted access.

Cross References:	Policy 2455	Technology
	Policy 4042	Employee Use of Technology
	Policy 6162	Use of Copyrighted Materials
	Policy 6166	Use of Technology in Instruction
	Policy 6168	Student Use of Technology

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