

WEBSITES

Policy Statement

The Trumbull Board of Education allows the district and schools within the district to create and maintain websites for educational purposes. Websites are a valuable tool for educating, providing information, communicating and expressing creativity. District and individual school websites shall be used to share information with the public on school programs and events, curriculum and instruction, school authorized activities, staff and student accomplishments, and other information relating to our schools and our mission. Websites shall also provide instructional resources for staff and students. No school or district materials may be published on non-district sanctioned websites.

Materials displayed on websites are published on the Internet, therefore, the content should be of professional quality and consistent with the education mission of the school system. Websites shall follow standards for ethical behavior in regard to information and technology by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of information and technology. Pages shall reflect an understanding that both internal and external audiences will have access to the information.

Any pages or links representing the school district shall follow regulations pertaining to content standards, student records, copyright, and other legal and technical standards as contained in the administrative regulations which accompany this policy. They must also fully comply with the Directory Information policy (Policy Code: 5145.15/JP) specifically addressing what student information is and is not permissible for publication.

Adopted: 11/09/04
June 2008

Regulations

A. Privacy Issues

In determining the content of any website all federal and state privacy laws governing the release of student information must be observed including the Federal Educational Rights and Privacy Act (FERPA) and Connecticut's Freedom of Information Act. Use of student directory information must also comply with the Directory Information policy, Policy Code: 5145.15.

B. District Webmaster

Defined

The district Webmaster, appointed by the Superintendent and/or his/her designee, will maintain the district website in compliance with related board policy and applicable law, and is responsible for the content and publication of the site upon final approval of the Superintendent and/or his/her designee. No one else is authorized to add, change or alter district Web pages.

Responsibilities

1. To keep the district Web server free of outdated or unused files. Maintain records of the current Webmasters for all school and district Websites.
2. Communicate changes in rules or standard to all School Webmasters and Sponsors.

C. School Webmaster

Defined

A Webmaster is the person who is responsible for the content and publication of their school website upon final approval of the school principal or district department supervisor.

Responsibilities

1. Screen all material before publication.
2. Check all links for accuracy and appropriateness.
3. Review all links for accuracy of all material to be posted.
4. Upload material to the district web server.
5. Insure that the District Webmaster has the name of the current School Webmaster.
6. Purge the home page information of outdated pages or those no longer in use.
7. Use of the District server is preferred. If it is not to be used, then the Webmaster is responsible to choose and, if necessary, negotiate the terms of the School website server.
 - a. If an outside server is selected the links must be checked on a regular basis to ensure that any new ones are accurate and appropriate.
 - b. Use of outside servers can not obligate the district in any way.

Regulations cont'd.

D. Sponsoring Teacher, Faculty Member, or Administrator

Defined

Any teacher, faculty member, or administrator willing to be responsible for approving material prior to submission to the Webmaster for publication on the school's website. It is mandatory that all school affiliated websites have a sponsor.

Responsibilities

1. Instruct students and staff on proper use and guidelines before development of specific page begins.
2. Insure that content work has educational value.
3. Screen proposed material to insure that it adheres to the district goals, guidelines and policies.

E. Website Publishing Standards

- Disclaimer Statement: Each school site shall contain a disclaimer stating "We have made every reasonable attempt to insure that our web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Internet Policy, Policy Code: 6141.321/IAA."
- All School websites must contain links back to the District website.
- Material to be published must not display, access, or link to sites deemed offensive by the Internet Policy, Policy Code: 6141.321/IAA. All published material must have educational value or support the District's guidelines, goals and policies.
- All material to be published on the District website must come from the Superintendent, Curriculum, Personnel or Business office to the Webmaster.
- Links to pre-existing sites must be checked regularly to insure that they do not go to inappropriate or nonexistent sites.
- Student work can be published unless the parent/guardian has denied permission to release student information (Directory Information policy, Policy Code: 5145.15/JP).
- At no time should a student's personal e-mail address or phone number appear on a school or district website. All e-mail should be directed to the school or Webmaster.

Regulations cont'd.

- All laws regulating the use of published materials must be observed (specifically copyright laws).

To avoid problems with what to use or not to use, the following should be used as a guide. Unless there is a clear statement that art, photos and text are “public domain” and available for free use one should not be used for republication on a local area network, a wide area network or a Web site unless permission is granted from the owner.
Once something is included in a website it is considered published and automatically copyrighted by its author.
- No website is to be allowed if it is for the purposes of commercial or political activity or to facilitate participation in commercial activity.
- All sites should follow Americans with Disabilities Act (ADA) guidelines and be 504 compliant.

F. Consequences of Non-Compliance

Any website not complying with the regulations contained herein will be reported to the Superintendent and/or his/her designee for action.

G. School Clubs and Organizations

Any school club or organization that wishes to create and maintain a website must adhere to all of the above regulations.

Adopted: 11/09/04
June 2008

References

Trumbull Board of Education policies:

- Student Internet/Network Use, Policy Code: 6141.321
- Staff Internet/Network Use, Policy Code: 4118.5
- Directory Information, Policy Code: 5145.15

ADA Guidelines