



## ***SCHOOL DISTRICT***

ADMINISTRATION BUILDING  
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### **251 - WEB PUBLISHING AND PARENTAL AUTHORIZATION FORM: STUDENT INFORMATION ON WEB SITE**

#### **1 Policy**

The availability of Internet access in West Jefferson Hills School District provides an opportunity for students and staff to contribute to the School District's presence on the World Wide Web. The District's web sites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools and our District's mission.

The pages also serve as a link to educational resources on the internet for students and staff to access. Creators of web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges or other disciplinary measures.

Additionally, specific agents of the District such as Cheerleading, Sports and other organizations may publish Internet Pages. Those organizations identified, as 'Agents of the District,' must publish those pages using the District's telecommunications/computer resources and must abide by this policy.

Those organizations that are not 'Agents of the District' but who use the school district's name such as Boosters, are not required to publish using the District's resources or be subject to content review prior to publishing. However, at any time if an organization's web page appears to create a risk to either the District or its students, the West Jefferson Hills School District may request that the risk be corrected or that its name be removed from the site.

#### **2 Web Content Standards**

- Primary Pages are managed by the IT director**
- Pages for each class are managed by the assigned teacher
- Pages for specified organizations will be managed by the assigned District Employee
- Building Principals and/or their designees are responsible for class and organization web page approval
- Pages are actually published by the IT director after approval by the principal
- Publishers who have content publication requests denied or who have content removed from a website may appeal to have the content reinstated. The content

in question shall remain unpublished until the review process is completed.

- The Superintendent and/or the Superintendent's designee shall have the ability to veto or remove any content at any time.
- All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District, or the schools within the District.
- Staff or student work may be published only as it relates to a class project, course, or other school-related activity.
- All web page work must be free of spelling and grammatical errors.
- Documents may not contain objectionable material or point (link) to objectionable material. Objectionable material is defined in the Telecommunications Acceptable Use Policy.
- All web pages on the District's server(s) are property of the School District.
- Web pages will be deleted at the discretion of the IT Director with the approval of the Superintendent.

### **3 Safeguards**

The security and protection of student and staff privacy is of primary importance in all District activities. To that end the following safeguards must be adhered to in all web published material. These standards will be included on the permission form required of all parents before any of their student's information will be published.

#### **Kindergarten through Grade 8**

- Only first names will appear will be printed with parents approval
- Student images will only be published with 3 or more individuals in a picture with parents approval
- No phone numbers, addresses, names or email addresses of family or friends will be published

#### **9<sup>th</sup> through 12<sup>th</sup> Grade**

- Full first and last names may be published with parents approval
- Single student images may be published with parents approval
- No phone numbers, addresses, names or email addresses of family or friends will be published

#### **Staff**

- Staff names will be published with their areas of responsibility
- Staff may choose to not have their school district email address hot-linked on the web page
- Staff may choose to not have their picture published
- Only general administrative telephone numbers, not specific staff numbers will be published on the web page



**guidelines indicated above.**

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Parent / Guardian Signature

Date

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Adopted April 22, 2003