

**DISTRICT AND SCHOOL WEB SITES**

To enhance communication with students, parents/guardians, staff, and community members, the Board of Trustees encourages the development and ongoing maintenance of district and school web sites. Web sites shall be aligned with the district's plans for communications and media relations.

- (cf. 0000 - Vision)*
- (cf. 0440 - District Technology Plan)*
- (cf. 1100 - Communication with the Public)*
- (cf. 1112 - Media Relations)*
- (cf. 1230 - School-Connected Organizations)*
- (cf. 1260 - Educational Foundation)*
- (cf. 4040 - Employee Use of Technology)*
- (cf. 6020 - Parent Involvement)*

The Superintendent or designee may establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

**Content**

The Superintendent or designee shall develop content guidelines for district and school web sites. These guidelines shall be consistent with law, Board policy, and administrative regulation.

Staff, students, or other persons may submit materials for web publication to the district or school webmaster who shall ensure that the content adheres to district guidelines and policies.

- (cf. 6145.5 - Student Organization and Equal Access)*

District and school web sites shall not include content that is obscene, libelous, or slanderous, or which creates a clear and present danger of inciting students to commit unlawful acts, violate school rules, or substantially disrupt the school's orderly operation.

- (cf. 5145.2 - Freedom of Speech/Expression)*

The Superintendent or designee should ensure that copyright laws are not violated in the use of material on district or school web sites.

- (cf. 4132/4232/4332 - Publication or Creation of Materials)*
- (cf. 6162.6 - Use of Copyrighted Materials)*

Any links to external web sites shall support the educational mission and shall include a disclaimer that the district is not responsible for the content of external web sites.

## **DISTRICT AND SCHOOL WEB SITES** (continued)

Advertising on district or school web sites may be accepted under the same restrictions and conditions set forth in law, Board policy, and administrative regulations pertaining to advertising in district and school-sponsored publications.

*(cf. 1325 - Advertising and Promotion)*

*(cf. 3312 - Contracts)*

### **Privacy Rights**

The Superintendent or designee shall ensure that web site content protects the privacy rights of students, parents/guardians, staff, Board members, and other individuals.

*(cf. 1340 - Access to District Records)*

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 5022 - Student and Family Privacy Rights)*

*(cf. 5125 - Student Records)*

Phone numbers, home addresses, and email addresses of students or their parents/guardians shall not be published on a district or school web page.

*(cf. 5125.1 - Release of Directory Information)*

Other directory information including, but not limited to, photographs of individual students with their names may be published except when the student's parent/guardian has notified the district in writing to not allow the release of the student's photograph without prior written consent in accordance with BP/AR 5125.1 - Release of Directory Information. Photographs of groups of students, such as at a school event, may be published provided that students' names are not included.

Home addresses or telephone numbers of staff members shall not be posted.

No public safety official shall be required as a condition of employment to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

District and school web sites shall not post the home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

**DISTRICT AND SCHOOL WEB SITES** (continued)

(cf. 3515.3 - District Police/Security Department)

*Legal Reference:*

EDUCATION CODE

35182.5 *Contracts for advertising*

35258 *Internet access to school accountability report cards*

48907 *Exercise of free expression; rules and regulations*

48950 *Speech and other communication*

49061 *Definitions, directory information*

49073 *Release of directory information*

60048 *Commercial brand names, contracts or logos*

GOVERNMENT CODE

3307.5 *Publishing identity of public safety officers*

6254.21 *Publishing addresses and phone numbers of officials*

6254.24 *Definition of public safety official*

UNITED STATES CODE, TITLE 17

101-1101 *Federal copyright law*

UNITED STATES CODE, TITLE 20

1232g *Federal Family Educational Rights and Privacy Act (FERPA)*

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 *Children's Online Privacy*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 *Family Educational Rights and Privacy*

COURT DECISIONS

*Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112*

*Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37*

*Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853*

*Management Resources:*

CSBA PUBLICATIONS

*Maximizing School Board Governance: Community Leadership, 1996*

WEB SITES

CSBA: <http://www.csba.org>

California School Public Relations Association: <http://www.calspra.org>

National School Public Relations Association: <http://www.nspr.org>