

## **Instruction**

### **Posting of Student Work/Photographs**

The District has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. The Superintendent or his/her designee shall ensure that website content protects the privacy rights of students, parents/guardians, Board members and other individuals.

No personal information about students or their parents/guardians, including phone numbers, home addresses or e-mail addresses shall be published on a District or school web page. Student directory information shall not be published if parents/guardians have requested that it be withheld.

Photographs of students shall be used only with permission from the student's parents/guardians. (unless photographs are included in District's definition of directory information)

Staff and/or students may submit materials for web site publication to the District or school webmaster who shall ensure that the content adheres to District guidelines and policies.

(cf. 1110 - Communication with the Public)  
(cf. 5125 - Student Records)  
(cf. 5145.2 - Freedom of Speech/Expression)  
(cf. 6141.321 - Internet Use)  
(cf. 6141.322 - District/School/Staff/Student Web Sites and Web Pages)  
(cf. 6145.3 - Publications)  
(cf. 6162.6 - Use of Copy, Devises, Copyrights)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

**Instruction**

**Posting of Student Work/Photographs (continued)**

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

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### **Posting of Student Work/Photographs**

It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore, students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the Web for students whose parents have indicated, in writing, that such information not be released.

#### **The purposes of these guidelines are to:**

1. inform school staff of the possible dangers of allowing students to publish identifying information on the Internet;
2. recognize that there are potential advantages of allowing students to publish identifying information on the Internet; and
3. provide to schools a recommended set of guidelines governing how student identifying information should be allowed in publishing on the Internet.

#### **Guidelines:**

- Only first names be used in published student work.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address or phone number be included.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
- In special circumstances with parent-signed release, identifying information can be added.
- Directory information will not be posted on the web for students who have requested, or whose parents/guardians have requested, in writing, that such information not be released.

Students shall retain all rights to work they create using the District's electronic communication system.

Regulation adopted: June 24, 2004

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut