

## **Instruction**

### **Computers: Web Sites/Pages**

The creation of the New Milford Public School's web page provides a means of two way communication for the purposes of sharing information with the school district and the world about school curriculum and instruction, school authorized activities, and other information relating to the District's schools and mission. Instructional resources for staff and students may also be provided.

Publishing privileges may be provided to students and staff through the webmaster authorized by the Superintendent. The Board establishes the following guidelines and responsibilities pertaining to the web site publishing.

### **Content Standards**

**Subject Matter** — All subject matter on School District Web pages and their links must relate to curriculum and instruction, school-authorized activities, or information about the District or its mission. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Students, staff, or other individuals may not use the district's web pages to provide access to their personal pages on other servers or online services. With permission of the webmaster, links to staff web pages on other servers may be created, provided such pages include only information permissible on the school's website.

**Pre-Approval** — Prior to submission to the District Technology Committee, all building level material must have pre-approval of the appropriate building principal. All district level material must have pre-approval of the appropriate district administrator.

**Quality** — All work must be free of any spelling or grammatical errors. Documents may not contain objectionable material or point directly to objectionable material. Objectionable material is determined on a case by case basis by the District Technology Committee. The judgment of the classroom teachers, instructional technology teachers and, ultimately, the District Technology Committee will prevail.

**Student Safeguards** — Documents shall include only the first name of the student. Documents shall not include a student's home phone number or address or the names of other family members or friends.

Published E-mail addresses shall be restricted to those of staff members.

## **Instruction**

### **Computers: Web Sites/Pages** (continued)

#### **Technical Standards**

Pictures of individual students will not be posted on any District sponsored web pages. Group pictures such as sports, band or chorus are permissible. Under no circumstances shall student names be included with pictures.

Student work shall not be published without permission of the student and parent or guardian.

The Board, in the interest of maintaining a consistent identity, professional appearance and ease of use and maintenance established the following technical standards for all District web pages.

Each web page must have an authorized school district sponsor.

Each web page added to the district web site must contain certain common elements:

- At the bottom of the page, there must be the date of the last update of the page and the name or initials of the person(s) responsible for the page or the update.
- In a uniform place on the page, there must be a link that returns the user to appropriate points in the district pages. This would normally be a return to the district home page.
- Standard formatting is used; Browser friendly HTML editors or word processor programs that save files as HTML may be used.
- Page layouts, backgrounds, graphics and color combinations must coordinate with the District format.

The authorized sponsor who is responsible for the final web page will edit, test the document for accurate links, and ensure that the page meets the content standards listed above. In addition, the sponsor will assume responsibility for updating the information as needed.

Pages may not contain links to other pages that are not yet completed. If further pages are anticipated but not yet developed, the text that will provide the link should be included but may not be made “hot” until the further page is actually in place.

Directory structure will be determined by the webmaster. Staff members approved for access will be given access passwords by the webmaster.

## Instruction

### Computers: Web Sites/Pages (continued) Revision of Guidelines

These guidelines will be evaluated and updated as needed in response to the changing nature of technology and its applications in the School District. Questions regarding this information may be directed to the District Technology Committee.

- (cf. 1110 - Communications with the Public)
- (cf. 5125 - Student Records)
- (cf. 5145.2 - Freedom of Speech/Expression)
- (cf. 6145.3 - Publications)
- (cf. 6161.1 - Guidelines for Evaluation/Selection of Instructional Materials)
- (cf. 6162.6 - Use of Copying Device, Copyrights)
- (cf. 6163 - Instructional/Resources for Students)

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).

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.

Policy adopted: June 24, 2004

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut