REGULATION #5780.3
SCHOOL, STAFF AND STUDENT WEBSITE PARAMETERS

1. EXTERNAL WEB CONTENT PARAMETERS

All schools, staff and students must adhere to the following guidelines regarding content and personal information about students and staff posted on internet websites accessible by the general public.

1.1. Names

a) Staff member names may be posted in accordance with the *Freedom of Information and Protection of Privacy* legislation. Unless otherwise authorized by parent/legal guardian, students' first names may be published – first name, last initial (i.e. John S) is acceptable.

b) Except as noted above, personal information including home addresses or telephone numbers must not be posted.

1.2. Email Addresses

a) Student e-mail addresses must not be posted.

b) Staff member district e-mail addresses may be posted in accordance with the *Freedom of Information and Protection of Privacy* legislation.

1.3. Photographs

a) Elementary Students:

Identifiable photographs of elementary students are only permitted if signed consent has been provided by the parent/guardian.

b) Secondary Students:

Identifiable photographs of secondary students are permitted provided the student and parent/ guardian have consented.

c) Adults

Identifiable photographs of staff or other adults may be posted if authorized by the staff member or the adult in question.

1.4. Content of Websites

Subject matter must reflect district standards of good taste and appropriate topics. See Appendix A.

2. **SCHOOL RESPONSIBILITIES: INTERNAL AND EXTERNAL CONTENT**

    2.1. The principal or designate is responsible for:

    a) Reviewing and complying with this regulation and accompanying Web Content Style Guidelines (Appendix A);

    b) Ensuring that all staff, parents and students at the school understand and accept these parameters and guidelines.

    2.2. Teachers are responsible for the content of all district sponsored teacher web pages (see Appendix A – Web Content Style Guidelines).

    2.3. An individual teacher who supervises student-published web pages is responsible for:

    a) Teaching web/html format

    b) Requiring students to research all links to ensure reliability and appropriateness

    c) Editing/proofing student-submitted web pages

    d) Approving student web pages to place on the district web server

    e) Keeping the site current (include specification of last update - see Appendix A – Web Content Style Guidelines)

    2.4. The following criteria will be used as a guide for the display of student creative works:

    Student work should be appropriate to the learning outcomes and content of the course or courses.

    Also see *Policy #8620 – Student Creative Works and Performances* and *Regulation #8620.1 – Student Creative Works and Performances*.

    2.5. All published student work (written and/or illustrated) requires permission from the author before posting.

    2.6. Students and teachers must follow copyright and permission laws when including material from other websites.

    2.7. Any documents made available for users to download will be virus-checked prior to being made available.

2.8. If schools wish to conduct online survey and research, permission must be obtained through the Research Department of the school district as per Policy #10770 – *Research in Schools*.

Appendix A – Web Content Style Guidelines

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XRef: Policy *8620*
             Regulation *8620.1*
             Regulation *10770*