

Community Relations

District And School Web Sites

Content

District and school websites shall provide current and useful information regarding district programs, activities, and operations. Such information shall be appropriate for both internal and external audiences.

The content of websites may include, but not be limited to, District or school news, District mission and goals, policy information, messages from the Board of administrators, information about curriculum and instruction, school calendars, student projects, school clubs and activities, lunch menus, transportation schedules, school map, school handbook, parent conferences, educational resources, links to other education sites, and contacts for further information.

The Superintendent or designee shall make the information contained in the School Accountability Report Card accessible on the Internet and shall ensure that such information is updated annually. (Education Code 35258)

Student work may be published on a website provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a newspaper or school newsletter.

Students, staff or other individuals may not use district or school websites to provide access to their personal web pages or online services.

If any copyrighted material is posted on a District or school website, the website shall include a notice crediting the original producer of the material and noting how and when permission to reprint the material was granted.

Roles and Responsibilities

The District webmaster shall be responsible for the content and publication of the District website upon approval of the Superintendent or designee. He/she shall review all content before publication, upload content to the District web server, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed to school webmasters.

The school webmaster shall perform similar duties related to the content and maintenance of the school's web site upon approval of the school principal. The principal or school webmaster shall notify the Superintendent or designee regarding the creating and updating of a school web site.

Community Relations

District And School Web Sites

Security

The website host computer shall have security procedures that prohibit unauthorized persons from accessing system-level controls or making changes to website content. To the extent possible, the host computer shall be in a lockable room with restricted access.

Regulation Approved: November 5, 2007

Regulation Revised: