

Instruction

ADMINISTRATIVE REGULATIONS ON WEB SITE AND HOME PAGE DEVELOPMENT

6141.322AR

The Fairfield Public Schools invite all staff to utilize the power of the district's web site to further their instructional and communication goals. The following regulations are necessary and prudent for the smooth functioning of the district's web site.

Security

- Ownership of all files created in the scope of one's employment shall remain with the Fairfield Public Schools.
- The administration may modify or remove any page in which the content does not conform to the district's publication, instructional resources, collection development, and acceptable use policies and practices.
- The district will not host any personal pages (pages with no district curriculum or communication connection) for either staff or students, nor will the district provide links to such pages.
- No information about students may be posted which does not conform to the Federal Family Education Rights and Privacy Act of 1974. Users will not post personal contact information about themselves or other people. Personal contact information includes, but is not limited to, home address, telephone, school address, and work address.
- Original student work that is posted will be accompanied by language assuring that the student or his family is the copyright holder.
- Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- The web is a complex entity and while every care is taken to maintain its function and availability, no warranty either express or implied, can be made that it will be error-free or without defect. The district is not responsible for any damage users may suffer including, but not limited to, loss of data. The district will not be responsible for the financial obligations or other losses arising through the unauthorized or intentional misuse of the system.

Authorization, Verification, and Review

- All potential authors must read and sign the *Fairfield Public Schools Web Site Compliance Form* before access for posting will be granted.
- The web site has a limited educational purpose. The term "educational purpose" includes use of the site for classroom activities, professional or career development, and limited high-quality personal research. Content must reflect curriculum or district-related communication objectives.

Instruction

ADMINISTRATIVE REGULATIONS ON WEB SITE AND HOME PAGE DEVELOPMENT (continued)

6141.322AR

Authorization, Verification, and Review (continued)

- All authors or their designee must conduct a periodic review of pages for the purpose of making any updates or changes to information.
- Links, allowed only for educational use, are the responsibility of the author and must be reviewed periodically for accuracy and suitability.
- Pages containing links to web pages outside of the Fairfield Public Schools web site must include the following disclaimer: “The Fairfield Public Schools is not responsible for any information or content provided by web sites beyond this site.”
- If it is determined that the content of a linked site is no longer appropriate according to Fairfield Public Schools criteria, it may be requested to be removed or removed without notice.
- An administrator may designate a “webmaster” to manage a department, school, or program page.
- Each individual who posts material on the web is responsible for its accuracy and timeliness.
- No copyrighted material may be posted to any page without the specific permission of the copyright holder. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- All pages are prohibited from containing:
 - a. advertising material promoting the sale of commercial or noncommercial products or services (pages created on commercial sites, e.g., schoolnotes.com, angelfire.com, where the advertisements are not within the staff member’s control are exempt from this prohibition);
 - b. advertising on behalf of candidates for public office;
 - c. classified ads;
 - d. request for volunteers or services by non-profit or for-profit groups or request for donations of money, materials, or services by the same (exception: educational or district-related information); and/or
 - e. editorial comments of any kind.

Instruction

ADMINISTRATIVE REGULATIONS ON WEB SITE AND HOME PAGE DEVELOPMENT (continued)

6141.322AR

Publishing Student Images

- Schools will print a general written announcement at the beginning of the year in a communication to all parents or guardians (such as a newsletter) announcing:
 - a. the routine videotaping or photographing of school concerts, assemblies, etc;
 - b. these images are routinely displayed or shown in a variety of settings including, but not limited to, meetings, publications, and the school's web site; and
 - c. student names are not connected with their images.

Parents or guardians who do not want their child videotaped or photographed and those images displayed in the circumstances described are asked to contact the school principal.

- If videotaping, audio taping, or photography is planned for a more specific school setting (e.g., a classroom) a written announcement of the planned activity incorporating both that activity and any potential future activities of a similar nature will be sent to the parent or guardian. For example, a letter could state the following:

During the week of October ____, _____, the students and I will be videotaping their presentations of essential questions they have developed and research they have conducted on life in the rain forest. Students will use these videos to conduct a self-evaluation of their performance.

This is the first time this year I will be using videotape, audiotape, or photography in my class. However, from the date of this activity forward I will be utilizing these media in a variety of instructional activities within this class during the remainder of the year. The images are routinely displayed in a variety of settings including, but not limited to, meetings, publications, and the school's web site. Student names are not connected with their images. If you do not permit your child to have his or her image recorded and displayed please let me know, in writing, and I will honor your wishes during this project and for the remainder of the year.

I look forward to the beneficial use of videotape in evaluating our upcoming presentations and hope you will let your child participate.

Instruction

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6141.322AR

Publishing Student Images (continued)

- In certain circumstances, it may be desirable to display a student's image in a publication or on the school's web site with his name, such as when an award is given. Publishing a student's image with his name requires **express written permission** from the parent or guardian.
- This provision of seeking prior permission does not apply to school yearbooks, school newspapers, or images published by the working press. However, if a parent or guardian has a concern about the publication of a student's image in those settings, that concern should be brought to the school principal.

Publishing Student Names

- Recognizing a student's accomplishments through appropriate publicity shares the good news of a student's achievement and can build or reinforce his positive self-image. This publicity often takes the form of publishing student names on building bulletin boards, in newsletters, and increasingly, on classroom and school web pages.

The following guidelines cover the most common circumstances under which students' names may be published:

- a. Full names may be printed or posted alone or in lists for performances, memberships, awards, accomplishments, and other similar circumstances as long as there is no correlation with an accompanying student picture without prior permission.
- b. When original student work is printed or posted without an accompanying student picture, a student's first name and, if necessary for clarification, grade designation may be cited (e.g., Kathy, grade 7A; John, grade 4E) with prior notification (school general written announcement).
- c. If it is deemed desirable to display a student's image, his name may not be associated with that picture without **express written permission** from the parent or guardian.