

<b>POLAND SCHOOL COMMITTEE</b>	<b>CODE: IJND</b> Page: 1
<b>SUBJECT: SCHOOL WEB SITE POLICY</b>	
<b>DATE OF ORIGINAL POLICY:</b> <b>DATE OF NEXT REVIEW:</b> July 2007 <b>CANCELS POLICY CODE:</b> <b>REVISION DATE:</b> July 2004	
<b>JURISDICTION:</b> Bruce M. Whittier Middle School	

**PHILOSOPHY:**

It is the philosophy of the Poland Regional High School that web sites can be positive support for the educational mission of our schools. Web sites can be important communication tools that, when used in accordance with this policy will be supported by the Poland School Committee.

**POLICY:**

The Poland Regional High School maintains an official web site to provide general information about our school system as well as information about educational programs, extracurricular activities, school events, and student and staff achievements. This web site is intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students and staff, and to provide valuable information to the larger community about our schools. The web site does not create, nor is it intended to create a public or limited public forum.

The Poland School Committee recognizes that the schools must establish reasonable controls to protect the privacy of students and staff, to ensure that it meets the highest educational and quality standards. The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying guidelines, and for advising the Committee of the need for any future amendments or revisions to the policy or guidelines. The Superintendent may develop additional administrative procedures and/or rules governing the day-to-day management and operations of the Poland Regional High School's web site, consistent with the Poland School Committee's policy and guidelines. The Superintendent may delegate specific responsibilities to the Technology Coordinator/Designee, as he/she deems appropriate.

**AMPLIFYING INSTRUCTIONS AND GUIDELINES:**

**A. WEB SITE PURPOSE**

The purpose of the Poland Regional High School's official web site is to provide general information about our school system as well as information about educational programs, extracurricular activities, school events, and student and staff achievements. The web site is intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students and staff, and to provide valuable information to the larger community about our schools. The following guidelines are intended to ensure that the web site meets these goals and to establish reasonable controls to protect the privacy of students and staff, to ensure that the web site is in compliance with applicable laws, and to ensure that it meets the highest educational and quality standards.

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**B. WEB SITE STRUCTURE**

The Poland Regional High School web site includes the following components:

1. System wide information (including but not limited to Poland School Committee information, transportation, facilities and food service information);
2. Individual school information;
3. Individual department, grade level and/or classroom information (including student work and/or teacher-created work and resources); and
4. School-sponsored extracurricular organization information.

**C. POLAND REGIONAL HIGH SCHOOL DEPARTMENT AUTHORITY AND WEBMASTER/DESIGNEE RESPONSIBILITIES**

The Poland Regional High School School Committee reserves the right to edit, delete, or modify any web page content as it sees fit to comply with the intended purposes of the web site and these guidelines.

The Superintendent shall designate a Webmaster/Designee, who shall be responsible for maintaining the Poland Regional High School 's web site, approving all material to be posted on the site, and monitoring all web site activities for compliance with Poland School Committee policies, applicable laws and regulations, and these guidelines. If the Webmaster/Designee is unsure whether particular material is appropriate, he/she shall consult with the Superintendent, whose decision shall be final. The Webmaster/Designee shall have password-protected access to the web server to place and remove web pages and content. The Webmaster/Designee may grant teachers and/or other school employees access to the web server for the purpose of maintaining a classroom or activity web page, provided the employee has read, signed and agreed to abide by this policy. If the Webmaster/Designee finds that materials or information being posted does not meet this policy, the web master may remove it.

**D. CONTENT, QUALITY AND SUBJECT MATTER**

1. The Poland Regional High School web site does not create, nor is it intended to create, a public or limited public forum. All materials placed on the web site must serve the educational mission of the school and comply with all Poland School Committee policies, administrative procedures and school rules concerning the publication and distribution of school-sponsored materials.
2. All materials placed on the web site must meet academic standards for proper spelling, grammar, content, and accuracy.
3. All materials placed on the web site must comply with all Poland School Committee policies, administrative procedures and school rules concerning the acceptable use of technology.

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4. Web page content must be limited to school-sponsored information and activities. No personal student or staff web pages, chat rooms, or discussion groups are permitted on the web site.

**E. CONFIDENTIALITY OF STUDENT INFORMATION**

1. The web site shall be in compliance with all applicable confidentiality laws and regulations.
2. At no time shall personal information about students (such as home address, telephone number, e-mail address, birth date, social security number, etc.) or information made confidential by state or federal law appear on the web site. The web site will not include any information that indicates the physical location of students at any given time, other than attendance at a particular school or participation in school activities.

**F. CONFIDENTIALITY OF STAFF INFORMATION**

1. At no time shall personal information about staff appear on the web site (including home address, home telephone number, home e-mail address, birth date, social security number, etc.).
2. Because the Poland Regional High School web site is maintained in part to enhance communication with students and their families, the school e-mail addresses and/or telephone numbers of staff are published on the web site.

**G. COPYRIGHT**

1. Appropriate permission will be obtained before any copyrighted or trademarked material is used on the web site. No copyrighted material may be reproduced, transmitted or stored on the Poland Regional High School Department web site without obtaining permission from the copyright owner.
2. Students shall retain the copyright on materials that they create.
3. An appropriate copyright notice will appear with all copyrighted material published on the web site.
4. Except for the above exceptions, all web pages and materials published on the web site are the property of and owned by the Poland Regional High School .

**H. ADVERTISING**

The Poland Regional High School web site will not include any advertising, nor will it include any selling activities outside of publicity for school-sponsored and/or approved fundraising activities.

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**I. LINKS TO EXTERNAL SITES**

1. The Poland Regional High School web site will not include links to any personal web site of students or staff.
2. The web site may include links only to web sites that have demonstrated educational value to students, staff and/or the community, as deemed appropriate by the Webmaster/Designee.
3. The web site shall include a disclaimer informing users that links are provided as a convenience, and that the Poland Regional High School School Committee does not endorse these sites or have any responsibility for the content of these sites.

**J. ADDITIONAL REQUIREMENTS**

1. The web site shall inform users about how to contact the Webmaster/Designee.
2. The main web page will contain the date the page was last updated.
3. The Webmaster/Designee will provide appropriate information to school employees regarding technical requirements for publishing material on the web site and collect and keep on file their written agreements to work within the parameters of this policy.

**DELEGATION OF AUTHORITY:**

The Superintendent shall be responsible for developing and administering appropriate procedures to implement this policy.

**EXCEPTIONS TO THE POLICY:**

None

**REPORTS:**

A copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations throughout the Poland school system.

**DEFINITIONS:**

None



**PARENT / GUARDIAN AGREEMENT TO PUBLISH STUDENT INFORMATION ON THE POLAND  
REGIONAL HIGH SCHOOL WEB SITE**

Name of Student: \_\_\_\_\_ Grade or Class: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Student Information / Photograph / Work to be Published: \_\_\_\_\_

\_\_\_\_\_

The Poland Regional High School School Committee 's Policy is to obtain permission from a student's parent/guardian prior to publishing student information, photographs or work on our web site. A copyright notice is also included prohibiting the copying of student work without express written permission. In the event that a request for copying is made, the student's parent / guardian will be notified.

Please indicate below whether or not you agree to the publication of the information / photograph / work described above and return this form to your child's teacher or the school office as soon as possible.

\_\_\_\_\_ I grant permission for my child's information/photograph/work to be published on the Poland Regional High School web site.

OR

\_\_\_\_\_ I do not want my child's information/photograph/ work to be published on the Poland School Department web site.

\_\_\_\_\_  
Parent / Guardian Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

**Poland Regional High School  
Receipt of IJND School Web Site Policy**

I have received a written copy of the above policy from the site Webmaster/Designee.

My signature below indicates that I have read the policy and agree to abide by it. Further, it is my understanding that prior to posting any student's name, photograph or work on the web site I am maintaining, I will have turned in the signed Parental Consent Form to the school Webmaster/Designee.

Date Policy Received \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_