

POLAND REGIONAL HIGH SCHOOL COMMITTEE	CODE: IJND Page: 1
SUBJECT: SCHOOL WEB SITE POLICY	
DATE OF ORIGINAL POLICY: DATE OF NEXT REVIEW: July 2007 CANCELS POLICY CODE: REVISION DATE: July 2004	
JURISDICTION: Poland Regional High School	

PHILOSOPHY:

It is the philosophy of the Poland Regional High School Committee 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 Regional High School Committee.

POLICY:

The Poland Regional High 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 Committee’s web site, consistent with the Poland Regional High 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 Committee’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 web site does not create, nor is it intended to create a public or limited public forum. 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.

B. WEB SITE STRUCTURE

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

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

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C. SCHOOL DEPARTMENT AUTHORITY AND WEBMASTER/DESIGNEE RESPONSIBILITIES

The Poland Regional High 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 Committee’s web site, approving all material to be posted on the site, and monitoring all web site activities for compliance with Poland Regional High 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. It will be the responsibility of the administrative assistant to the Superintendent to maintain the Poland Regional High School Committee’s and the Poland Community School Committee’s policies on this web site. 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 Committee 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 Regional High 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 Regional High School Committee policies, administrative procedures and school rules concerning the acceptable use of technology.
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 or participation in school activities.

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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 Committee 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 Committee's 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 Committee.

H. ADVERTISING

The Poland Regional High School Committee 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.

I. LINKS TO EXTERNAL SITES

1. The Poland Regional High School Committee 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 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.

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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 Regional High School.

DEFINITIONS:

None

ATTACHMENTS & LEGAL REFERENCES:

Attachment: "Parent/Guardian Agreement to Publish Student Information on the Poland Regional High School Committee Web Site" Form
"Employee Agreement Signature Form"

Legal References: 20 U.S.C. § 1232g; 34 C.F.R. Part 99
20-A M.R.S.A. § 6001
17 U.S.C. § 101 et seq.
P.L. 106-554

Cross References: IJND-R – Web Publishing Guidelines
IJNDB – Student Computer and Internet Use
GCSA – Employee Computer and Internet Use

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SIGNATURE BLOCK:

Poland Regional High School Committee

Ira Levine, Chair DATE

Peter Bolduc DATE

Jack Conway DATE

Norman Davis DATE

Laurie Levine DATE

David Griffiths DATE

Karen Whalen DATE

