

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulations**

COMMUNITY RELATIONS

DISTRICT AND SCHOOL WEBSITES

Content

District, school and teacher web sites shall provide current and useful information regarding district and school related programs, activities and operations. Teachers may provide current and useful information regarding classroom curriculum, programs and activities. In both cases, such information shall be appropriate for both internal and external audiences.

The content of district and school web sites may include, but not be limited to, district or school news, district mission and goals, agendas and minutes of Governing Board meetings, policy information, messages from the Board or 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, password protected student grade, attendance, discipline information, links to other educational 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.

Teacher websites may include, but not be limited to, classroom news and activities, curriculum, external related links, homework and access to password protected student information such as grades and attendance.

*(Education Code 35258)
(cf. 0510 - School Accountability Report Card)*

Student work and class projects may be published on a web site provided that it is a school-sponsored project 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 web sites to provide access to personal (non-school affiliated) web pages, online services, advertisers, or non-school related web sites.

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

(cf. 6162.6 - Use of Copyrighted Materials)

Roles and Responsibilities

The Superintendent shall designate a district webmaster who shall be responsible for the oversight and facilitation of authorized staff to publish content to the district web site. The district webmaster shall regularly review published content, regularly check links for accuracy and appropriateness, keep the web site free of outdated or unused files, and provide technical assistance as needed to staff interacting with the district website. Authorized staff with district website publishing rights will follow district content, privacy rights policy and protocol.

The school-site webmaster shall perform similar duties related to the content and maintenance of the school's web site upon approval of the school principal. The schools' websites shall remain linked to the district's website. Teachers' classroom websites should be linked to the schools website and be under the approval of the school principal.

Security

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