

Instruction

Computers: Web Sites/Pages

The Waterford Board of Education encourages the creation of and maintenance of World Wide Web sites for educational purposes. Web sites are avenues for providing information and expressing creativity. District and individual school web sites shall be used to share information about school curriculum and instruction, school-authorized activities, and other information relating to our schools and our mission. Web sites shall also provide instructional resources for staff and students.

The computers that provide access to web site avenues for learning are expensive to purchase, install, and maintain. As the property of the district, these computer systems and the web site creation and publishing processes must be handled with care and integrity. Access to these computer systems for internet publishing and other activities is a privilege and not a right. Web site publishing privileges are provided to students and staff through the Webmaster designated by the District Technology Committee. To retain the privilege of access to computer systems, students and staff will be required to adhere to the guidelines and procedures set forth in this policy as well as those contained in the administrative regulation implementing this policy. Failure to adhere to these guidelines and procedures may result in loss of access to such systems, loss of publishing privileges, and other disciplinary action. In addition, misuse of computer systems and failure to adhere to the guidelines and procedures set forth herein and in the administrative regulation may lead to referral for criminal prosecution.

Content Standards

Subject Matter - All subject matter on School District Web pages and their links must relate to curriculum and instruction, school-authorized activities, or information about the District or its mission. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Students, staff, or other individuals may not use the district's web pages to provide access to their personal pages on other servers or online services.

Pre-Approval - All building level material must have pre-approval of the appropriate building principal. All district level material must have pre-approval of the appropriate district administrator.

Quality - All work must be free of any spelling or grammatical errors. Documents may not contain objectionable material or point directly to objectionable material. Objectionable material is determined on a case-by-case basis by the District Technology Committee. The judgment of the classroom teachers, instructional technology teachers and, ultimately, the District Technology Committee will prevail.

Originality and Ownership - Staff and students may not use graphics, sound clips, or text from other Web sites when creating their own web pages without the permission of the author. The administrative regulation implementing this policy should be referred to with regard to copyright considerations.

Staff work is considered the property of the District. Student work shall not be published without the written permission of both the student and the parent or guardian.

Instruction

Computers: Web Sites/Pages (continued)

Student Safeguards - Documents shall not include a student's home phone number or address or the names of other family members or friends, or any other personally identifiable information including the student's first or last name or photograph, unless the parent or guardian gives prior written permission.

Published E-mail addresses shall be restricted to school E-mail addresses of staff members.

(cf. 1110 - Communications with the Public)

(cf. 5125 - Student Records)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6145.3 - Publications)

(cf. 6161.1 - Guidelines for Evaluation/Selection of Instructional Materials)

(cf. 6162.6 - Use of Copying Device, Copyrights)

(cf. 6163 - Instructional/Resources for Students)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents.

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56(e) Access to records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Educ., 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S. C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et.seq.

Policy adopted: November 6, 2003

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut