

INTERNET PUBLICATION

I. PURPOSE

The North Middlesex Regional School District has established a district-wide web page that links users to web pages for the district's individual schools. The school district maintains these web pages for educational purposes only, in furtherance of the educational mission of the school district. All published pages and corresponding links to other sites must relate to the district's educational mission.

II. SUPERVISION AND APPROVAL OF WEB PAGES

The superintendent (or his/her designee) may select the person or persons ("the District Webmaster") responsible for overseeing the school district's web pages and maintaining the web pages in a manner consistent with this policy and the school district's Access to Digital Resources Policy. The superintendent (or his/her designee) may also select a "School Webmaster" for individual schools and a "Department Webmaster" for individual departments as desired. School Webmasters and Department Webmasters must operate under the direction of the District Webmaster(s). A webmaster must oversee all changes to district web pages and approve all links from the district web pages to other sites on the Internet. A webmaster will review the links to ensure that they are related to the district's educational mission.

Staff members may publish web pages related to their class projects or courses on their school's website. Staff members must submit their material to the School Webmaster for approval before the material can be published. Staff members may not publish or link to personal web pages as part of the school district website.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the district's web pages, as detailed below. All work that is published will be accompanied by a copyright notice written by the webmaster that prohibits copying the work without the written consent of the student or staff worker.

III. CONTENT STANDARDS

Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's webpage.

IV. SAFETY PRECAUTIONS

A. Student identification

Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.

B. Student photographs

- Student photographs may be published only with the written consent of the student's parent/guardian.
- Student photographs may only be accompanied by the student(s) first name and the first letter of the last name.

C. Student work

Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork may be published only with the consent of the student's parent or guardian.

D. Staff photographs, identifying information and work

- Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's consent.
- Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork may be published only with the staff member's consent.

SOURCE: MASC

Adopted: August 2015