

## **SCHOOL & DISTRICT WEBPAGES**

### **I. PURPOSE**

The School District has established a district-wide website 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 Webmaster") responsible for overseeing the School District's web pages and maintaining the web pages in a manner consistent with this policy and the Empowered Digital Use Policy, File: IJND. The Webmaster must approve all links from the district web pages to other sites on the Internet. The Webmaster will review the links to ensure that the links 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 web site. Staff members may not publish or link to personal web pages as part of the School District web site.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic, photographic 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 author or the District.

Web sites developed under contract for the Acton-Boxborough Regional Schools or within the scope of employment by Acton-Boxborough Regional Schools employees are the property of the Acton-Boxborough Regional School District.

### **III. CONTENT STANDARDS**

All web page materials are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. 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 web page.

## IV. SAFETY PRECAUTIONS

### A. In General

Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published.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 or guardian.
- Student photographs will not be accompanied by identifying information about the student(s).

### 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 written 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 written 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 written consent.

### E. MA Public Records Law

All digital information sent, received or stored on any school district accounts, hardware or devices, is subject to the MA Public Records Law and should not be considered private.

REF: Empowered Digital Use – Access to Digital Resources Policy, File: IJND  
Empowered Digital Use Student Contract, File: IJND-E  
Employee Technology Acceptable Use Policy, File: GBEE  
ABRSD PowerSchool Portal

Approved: 6/23/16