

## **STUDENT ORGANIZATION WEBSITES**

The School Committee believes that websites can be a valuable educational medium for sanctioned school organizations, allowing students to showcase student work and events, while also providing an opportunity to participate in website development, design, management and maintenance.

The committee realizes the importance of guidelines, rules and expectations around student organization websites to allow for the safety of students and staff while maintaining a positive image to the community. The following general provisions will serve as a guideline for any student organization websites.

### General Provisions:

1. Any student organization wishing to establish a website to promote the activities and showcase student work and events of their organization will require approval from the organization's advisor and building administrator.
2. All student organization websites will either be part of the Sanford School Department website, or the Sanford School Department will be named as the registered account holder for third party websites. The Sanford School Department will maintain all editorial control of any student organization website.
3. All material displayed on sanctioned web sites is subject to applicable federal, state, and local laws. These sites will follow current communications law and district policies, including, but not limited to confidentiality and copyright laws.
4. Unprotected speech, that is, libel, invasion of privacy, obscenity, copyright infringement, and material disruption of the school process, will not be published. The posting of pornographic materials is unlawful and strictly prohibited.
5. No links to outside website will be permitted without approval from the student organization's advisor.
6. Student organizations are responsible for the content of their postings and for ascertaining the copyright status and obtaining all necessary permissions/releases or licenses for any material used. By posting materials to the website, the organization's advisor and officers of the organization must acknowledge their acceptance of these requirements.
7. No money-making activity may be directly solicited through use of the website. General announcements regarding fund raising for school activities are permitted.
8. Violations of these general provisions and procedures are subject to disciplinary action and may result in revocation of the student organization website.
9. Just as the content of print media produced by students does not indicate endorsement by school officials, neither does making content created by students available to others imply endorsement of that content or responsibility for that content.

## Procedures:

- Any student work or activity to be showcased on the website must first be reviewed by a student editorial board/panel of the website's host organization. After the material has been reviewed and recommended by the student editorial board/panel, final approval will be by the organization's advisor. Appeals will be deferred to the school principal in conjunction with the advisor of the website's host organization.
- The organization's advisor will be responsible for all transferring of all student work or activities onto the website.
- In order to access the website in such a way as to allow for editing (addition, subtraction, or adjustment) of the website, secure passwords will be installed to provide security. These passwords will be known only to the advisor, IT Director, and school administrator, and are to be changed frequently. Passwords will not be shared with students.
- The website will be monitored weekly, and in the event of a breach, the advisor will remove the website from the Internet, suspending any internal access, until any compromised section of the website has been eliminated. Only then, after a further technical investigation, will the website be open to viewing.
- Publishing student photographs or showcasing student work or events require a signed release from a parent or guardian before student work, names, or pictures can be posted.
- Should the student organization dissolve, the website will be terminated.

Legal Reference: 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.  
47 U.S.C. § 1732

Cross Reference: IJNDC - Sanford School Department Web Site  
IJND-R - Web Publishing Guidelines  
IJNDB - Student Computer and Internet Use  
IJNDB-R - Permission to Post to the Sanford.Org Website  
GCSA - Employee Computer and Internet Use  
EGAD - Copyright Compliance  
JIC - System-Wide Student Code of Conduct

Adopted: November 17, 2008