

## **WEBSITE ADMINISTRATIVE PROCEDURES**

### **A. WEBSITE PURPOSE**

The purpose of the RSU 56 official website is to provide general information about our school system as well as information about educational programs, co/extracurricular activities, school events, and student and staff achievements. The website is intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students and staff, and to provide valuable information to the larger community about our schools. The following guidelines are intended to ensure that the website meets these goals and to establish reasonable controls to protect the privacy of students and staff, to ensure that the website is in compliance with applicable laws, and to ensure that it meets the highest educational and quality standards.

### **B. WEBSITE STRUCTURE**

The RSU 56 website includes the following components:

1. System-wide information (including but not limited to Central Office information, School Board information, Transportation, Facilities, and Food Service information);
2. Individual school information;
3. Individual department, grade level and/or classroom information (including student work and/or teacher-created work and resources); and
4. School-sponsored co/extracurricular organization information.

### **C. SCHOOL DEPARTMENT AUTHORITY AND WEBMASTER RESPONSIBILITIES**

RSU 56 reserves the right to edit, delete, or modify any web page content as it sees fit to comply with the intended purposes of the website and these guidelines with Superintendent approval.

The Technology Director shall designate a Webmaster, who shall be responsible for maintaining the school department's website, approving all material to be posted on the site, and monitoring all website activities for compliance with Board policies, applicable laws and regulations, and these guidelines. If the Webmaster is unsure whether particular material is appropriate, he/she shall consult with the Technology Director, whose decision shall be final. Only the Webmaster/Technology Director or designated employees shall have password-protected access to the web server to place and remove web pages and content.

**D. CONTENT, QUALITY, AND SUBJECT MATTER**

1. RSU 56 website does not create, nor is it intended to create, a public or limited public forum. All materials placed on the website must serve the educational mission of the school and comply with all Board policies, administrative procedures, and school rules concerning the publication and distribution of school-sponsored materials.
2. All materials placed on the website must meet academic standards for proper spelling, grammar, content, and accuracy.
3. All materials placed on the website must comply with all Board policies, administrative procedures, and school rules concerning the acceptable use of technology.
4. No personal student or staff web pages, chat rooms, or discussion groups are permitted on the website.

**E. CONFIDENTIALITY OF STUDENT INFORMATION**

1. The website shall be in compliance with all applicable confidentiality laws and regulations.
2. At no time shall personal information about students ( such as home address, telephone number, e-mail address, birth date, social security number, etc.) or information made confidential by state or federal law appear on the website. The website will not include any information that indicates the physical location of students at any given time, other than attendance at a particular school or participation in school activities.
3. Student information, photographs or work may only be published on the website if the student's parent/guardian has signed the Parent/Guardian Agreement Form to Publish Student Information. For purposes of these guidelines, student information includes name, class rosters, awards/honors received, and team co-extracurricular activity participation lists.

**F. CONFIDENTIALITY OF STAFF INFORMATION**

1. At no time shall personal information about staff appear on the website (including home address, home telephone number, home e-mail address, birth date, social security number, etc.)
2. Because the school unit website is maintained in part to enhance communication with students and their families, the school e-mail addresses and/or telephone numbers of staff are published on the website.

**D. COPYRIGHT**

1. Appropriate permission will be obtained before any copyrighted or trademarked material is used on the website. No copyrighted material may be reproduced, transmitted or stored on the school unit website without obtaining permission from the copyright owner.
2. Students shall retain the copyright on materials that they create.
3. An appropriate copyright notice will appear with all copyrighted material published on the website.
4. Except for the above exceptions, all web pages and materials published on the website are the property of , and owned by RSU 56.

**H. ADVERTISING**

RSU 56's website will not include any advertising, nor will it include any selling activities other than Publicity for school-sponsored and/or approved fundraising activities.

**I. LINKS TO EXTERNAL SITES**

1. RSU 56's website will not include links to any personal websites of students or staff.
2. The website may include links only to websites that have demonstrated educational value to students, staff and/or the community, as deemed appropriate.
3. The website shall include a disclaimer informing users that links are provided as a convenience, and that RSU does not endorse these sites or have any responsibility for the content of these sites.

**J. ADDITIONAL REQUIREMENTS**

1. The website shall inform users about how to contact the Webmaster/designee.
2. Each web page will contain the date the page was last updated.
3. The Webmaster/designee will provide appropriate information to school users regarding technical requirements for publishing material on the website.