

## **Community Relations**

### **DISTRICT AND SCHOOL WEB SITES**

The availability of Internet access in the district provides an opportunity for staff to contribute to the district's presence on the World Wide Web. The district's web site provides information to the world about school curriculum, instruction and school-authorized activities relating to our schools' and the district's mission. Creators of web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges or other more stringent disciplinary measures.

### **Content Standards**

Site and district administrators are responsible for Web page approval. No web page/site shall exist at any school without the explicit permission of the site principal or designee. The site principal is ultimately responsible for seeing that web page/site standards are being met. Use of the district's system is a privilege, not a right; thus, the district technology staff may remove a web page/site from the network if inappropriate materials are found on a site at any time.

### **Subject Matter**

All subject matter on Web pages should relate to curriculum, instruction, school-authorized activities, and other similar information that is appropriate and of interest to others, or it should relate to the school district, or the schools within the district.

### **Quality**

Documents may not contain objectionable material or point (link) directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in district policies. Regarding the question of quality or propriety of web page material, appearance, or content, the judgment of the site or district administrators will prevail.

### **Ownership and Retention**

All district web pages are the property of the school district. Users should have no expectation of privacy with respect to district's network, computers, servers, mail systems, Internet access, and other services. The district reserves the right to access and monitor, as it deems appropriate, all equipment, files, Internet or other use of its network or equipment.

### **Student Safeguards**

- Documents may not include a student's phone number, address, names of other family members, or names of friends.
- Published e-mail addresses are restricted to staff members or to a general group e-mail address where arriving e-mail is forwarded to a staff member.

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- Decisions on publishing student pictures are based on the supervising teacher's judgment. No individual pictures or names of students are to be published, groups only. The teacher must first check with the school office to determine if the student has a media release form on file.
- Web page documents may not include any information that indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in activities.
- Information posted on the web site must be believed to be accurate and fair and should not harm the reputation of any individual.

**Nevada Joint Union High School District Policies**

All documents posted on district web sites must conform to the Acceptable Use and Internet Safety Policy as well as established school guidelines. Some of the relevant issues and related board policies include the following:

- Electronic transmission of materials is a form of copying. As specified in District policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the district's equipment.
- Any links or documents on district web pages must relate to curriculum, instruction, school-authorized activities, and other similar information that is appropriate and of interest to others, or it should relate to the school district, or the schools within the district. These links or documents must meet the criteria established in the District Internet Acceptable Use and Internet Safety Policy.
- Web page links may not include entities whose primary purpose is commercial or political advertising.
- All communications via the district web pages will comply with the Acceptable Use and Internet Safety Policy. Offensive material that is expressly prohibited by this policy includes, but is not limited to, material that is disparaging of others such that it may create a hostile work or educational environment based on race, sex, national origin, sexual orientation, age, disability, religion, or political beliefs; material that is pornographic, obscene or sexually explicit; material that is deemed to be confidential student or employee information; material that violates any state or federal law; material that is libelous, slanderous, gang-related, or incites students or staff so as to create a substantial disruption to the orderly operations of the district or creates a clear and present danger of the commission of unlawful acts on school premises or violation of school rules and regulations.
- Employees should always make it clear when materials posted on the district's network are an expression of their own personal viewpoints as opposed to a district endorsed position or policy. Employees are not authorized to express the viewpoint or policy of the district unless otherwise specifically authorized to do so.

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- Any student information communicated via district web pages will comply with the district's Acceptable Use and Internet Safety Policy and the student directory information regulations.
- No offsite links are allowed unless approved by the site principal or designee.
- Any original work is automatically copyrighted. Parents must consent to displaying their child's copyrighted work.
- Third-party web sites (e.g. Twitter) are not permitted for disseminating district /school information unless approved by the superintendent.

### **Web Accessibility Standards for Users with Disabilities**

The Americans with Disabilities Act (ADA) requires state and local governments, including schools, to provide effective communication whenever they communicate through the Internet. To provide an alternative medium for accessing information about our district, the elements listed below will be included in all district web pages.

- Provide support for text browsers
- Attach "Alt" tags to graphic images so that screen readers can identify the graphic.
- Provide for alternative mechanisms for on-line forms i.e. e-mail.
- Avoid access barriers such as posting of documents in PDF, table, newspaper or frame format. If posting in PDF, the HTML text or ASCII file must also be posted.
- A statement that reads "Information provided by the Nevada Joint Union High School District Internet website may also be accessible in alternative formats (i.e. large print, audio, et cetera), whenever applicable. You may contact the Director of Information Technology at (530) 272-9998 to obtain further information."

### **Design Guidelines**

Each web page added to the district web site(s) must contain certain elements that will provide general consistency for district web pages.

- All web pages must be reviewed by the site administrator or designee before posting.
- The authorized teacher, who is publishing the final web page(s) for herself or himself, will edit and test the page(s) for accuracy of links, and check for conformance with standards outlined in this policy.
- District web pages may not contain links to other web pages that are not yet completed.
- Web pages must protect student identity in e-mail address links, survey-response links, or any other type of direct-response links.
- All web pages must be given names and placed in folders that clearly identify them.
- District logos must be properly displayed according to the District's Graphics Standards & Guidelines.

### **Other**

- Unless otherwise specifically noted on any posted material, material posted on the district's network is not intended to be, and should not be construed as, an expression of

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the district's philosophy, position, viewpoint or policy on any particular issue but rather represents only the opinion of the author.

- Concern about the content of any page(s) created by staff should be directed to the building principal of that school.
- Access to the district's network and creation of a web page is a limited forum, similar to a school newspaper, and therefore, the principal or the classroom teacher may restrict student speech for valid educational reasons as set forth in education code section 48907. However, the district will not restrict a student's speech solely on the basis of a disagreement over the content of the opinions expressed.
- All sites linked directly to the district website will support and be consistent with district standards and its educational mission.
- District makes no warranties of any kind, whether expressed or implied, for the service provided. District shall not be responsible for any damages suffered while a user is utilizing the district's system. Such damages could include, but are not limited to, loss of data, non-deliveries, miss deliveries, service interruptions, et cetera.
- Use of any information obtained through the district's network is at the user's own risk. District specifically disclaims any responsibility for the accuracy of the information obtained through its network and encourages users to independently verify any information so obtained.