

SCHOOL SYSTEM WEBSITE/WEB PAGES ADMINISTRATIVE PROCEDURE

Web Site Purpose

The purpose of the MSAD 55 official website is to provide general information about our school system as well as information about educational programs, extracurricular activities, school events, and students 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.

Website Structure

The MSAD 55 website includes the following components:

- A. System-wide information (such as Central Office, Technology, Transportation, Facilities, Food Service);
- B. School Board information (such as members, officers, committees, meeting agendas, minutes and policies);
- C. School-wide information for each school;
- D. Individual department, grade level and/or classroom information (which may include student work and/or teacher-created work and resources);
- E. Information about school-sponsored extracurricular organizations;
- F. Information about school events and activities; and
- G. Contact information for School Board members and school staff.

MSAD 55 Authority and Webmaster Responsibilities

MSAD 55 reserves the right to edit, delete, or modify any web page content as it sees fit to comply with the intended purposes of the web site and these guidelines.

The Superintendent shall designate a Webmaster, who shall be responsible for maintaining the MSAD 55 website, 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 Superintendent, whose decision shall be final. Only the Webmaster and other authorized school staff shall have password-protected access to the web server to place and remove web pages and content.

Content, Quality and Subject Matter

The MSAD 55 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.

All materials placed on the website must meet academic standards for proper spelling, grammar, content, and accuracy.

All materials placed on the website must comply with all Board policies, administrative procedures and school rules concerning the acceptable use of technology.

Web page content must be limited to school-sponsored information and activities. No personal student or staff web pages, chat rooms, or discussion groups are permitted on the website.

Confidentiality of Student Information

The website shall be in compliance with all applicable confidentiality laws and regulations.

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 shall 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.

Student information, photographs or work may only be published on the website if the student's parent/guardian has signed the Permission Form to Use Student Photographs and Information. For purposes of these guidelines, student information includes name, class rosters, awards/honors received, and team/extracurricular activity participation lists.

Confidentiality of Staff Information

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.).

Because the MSAD 55 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.

Copyright

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 MSAD 55 website without obtaining permission from the copyright owner.

Students shall retain the copyright on materials that they create.

An appropriate copyright notice will appear with all copyrighted material published on the website.

Except for the above exceptions, all web pages and materials published on the website are the property of and owned by MSAD 55.

Advertising

The MSAD 55 website will not include any advertising, nor will it include any selling activities outside of publicity for school-sponsored and/or approved fundraising activities.

Links to External Sites

The MSAD 55 website will not include links to any personal websites of students or staff.

The website may include links only to websites that have demonstrated educational value to students, staff and/or the community, as deemed appropriate by the Webmaster.

Additional Requirements

The website shall inform users about how to contact the Webmaster.

Each web page will contain the date the page was last updated.

The Webmaster will provide appropriate information to school users regarding technical requirements for publishing material on the web site.

Cross Reference: IJNDC – School System Website/Web Pages
IJNDC-E – Permission to Use Student Photographs and Information

Adopted: 01-01
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