

FORT LA BOSSE SCHOOL DIVISION

TITLE – **WEBSITE/WEBPAGE CONTENT***

POLICY - **IJNDC-R**

Approval Date - 23/06/03

Cross Reference -

Resolution # - 216/03

Implementation - 23/06/03

Legal Reference -

Last Reviewed - 09/04/12

WEBPAGE/WEBSITE CONTENT GUIDELINES

These regulations shall govern the content and development of Division and School Websites in Fort La Bosse School Division which are to be made accessible to the Internet.

Fort La Bosse School Division's computers, software, networks, electronic systems, and access to the Internet are only intended for educational and/or research purposes and for conducting valid school board business.

School Website Content Guidelines:

School websites should contain, at a minimum, the following information:

- * School Contact Information:
 - * School Address
 - * Phone Number
 - * Fax Number
 - * Email Address

- * School hours
- * School staff listing
- * School profile
- * Monthly newsletter
- * Link to Division website (on first page)
- * Indicator of date of last revision
- * Carefully scrutinized links to other sites
- * Content that conforms to Board policies
- * Fort La Bosse provided e-mail addresses of staff and teachers where staff and teachers have provided consent to same

School website should NOT contain:

- * Advertising or commercial logos or endorsements of commercial products, except as approved by the Board
- * School maps or classroom locations
- * Clipart, backgrounds, animated gifs, etc. that may be copyrighted, unless appropriate permissions are obtained to use them.
- * Personal homepages of staff or students or links to student's or staff's personal homepages or websites
- * Information which might personally identify a student

Posting Photographs on School Websites:

- * Staff pictures may only be used with the prior consent of the staff member.
- * Photos of labs, classrooms, and other facilities are permitted.
- * Schools are permitted to post student photos on their websites, but only if a signed release form has been received from a parent before posting the photo. (Please see the attached release form)
- * Group photos, such as teams in action, where no one student is recognizable can be published without parental permission being obtained. Release forms would be required for any student who is recognizable in the group photo.

Posting Student Work on School Websites:

- * Permission is required from both the student and the parent before posting student work on school websites. (Please see the attached form)
- * Student work should appear with a copyright notice prohibiting the copying of such work without express written permission.
- * In the event that permission is requested to copy a student's work, such a request will be forwarded to the parent or guardian.
- * Student work is to be identified only by the student's first name.

Identifying Recipients of School Awards or Special Honours:

- * Schools may only identify students by their first name.
- * In instances where the award winner(s) have been published in a newspaper, or shown on television, the information is considered to be in the public domain and schools may therefore identify such award winners by first and last name on the school website. However, schools must first approach parents for permission to post their son or daughter's full name on the website.

All users access the Fort La Bosse *networks and* Internet at their own risk. Fort La Bosse School Division will do its best to provide error free, dependable access to the computing resources associated with *network and* Internet use. The Division cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

