

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **6000**  
CATEGORY: **Instruction**  
POLICY CODE: **6141.322/Websites**

**WEBSITES**

**Policy Statement**

The Trumbull Board of Education allows the District and schools within the District to create and maintain websites for educational purposes. Websites are a valuable tool for educating, providing information, communicating, and expressing creativity. District and individual school websites shall be used to share information with the public about school programs and events, curriculum and instruction, school-authorized activities, staff and student accomplishments, and other information relating to the District’s schools and mission. Websites shall also provide instructional resources for staff and students. No school or District materials may be published on non-District-sanctioned websites.

Materials displayed on websites are published on the Internet; therefore, the content should be of professional quality and consistent with the education mission of the school system. Websites shall follow standards for ethical behavior in regard to information and technology by showing respect for the principles of intellectual freedom, intellectual property rights, and the responsible use of information and technology. Pages shall reflect an understanding that both internal and external audiences will have access to the information.

Any pages or links representing the District shall follow regulations pertaining to content standards, student records, copyright, and other legal and technical standards, including accessibility for disabled individuals, as contained in the administrative regulations which accompany this policy. They must also comply with Board of Education Policy 5125, “Confidentiality and Maintenance of Student Records,” and additional Regulations below, specifically addressing what student information is and is not permissible for publication.

Adopted: 11/9/2004

Revised: 6/2008, 3/27/2018

**References**

- Americans with Disabilities Amendments Act of 2008
- Trumbull Board of Education Policy Code 4118.5: Staff Network/Internet Use
- Trumbull Board of Education Policy Code 5125: Confidentiality and Maintenance of Student Records
- Trumbull Board of Education Policy Code 6141.321: Student Network/Internet Use
- Trumbull Board of Education Policy Code 6162.6: Copyright Law Compliance

**Regulations**

I. Levels of Web Publication

A. District-Level

The District Webmaster, appointed by the Superintendent and/or his/her designee, will maintain the District website in compliance with related Board policy and applicable law, and is responsible for the content and publication of the site subject to final approval of the Superintendent and/or his/her designee. The District Webmaster shall also keep the District website free of outdated or unused material, maintain records of the current Webmasters for all District Department and school websites, and supervise web publishing efforts of all Departments and schools.

B. Department-Level

District Departments (e.g., Curriculum, Instruction, & Assessments; Human Resources; Transportation) may publish their own web pages as part of the District’s website. In each case, the relevant Department Director or Supervisor is responsible for his/her respective Department’s web pages, but may appoint a staff member the Department’s Webmaster to fulfill the maintenance, reviewing, and uploading tasks. The Department Director or Supervisor shall advise the District Webmaster of the name of the Department Webmaster.

C. School-Level

A School Webmaster, appointed by the building principal, will maintain his/her respective school’s website in compliance with related Board policy and applicable law, and is responsible for the content and publication of the site subject to final approval of the building principal and/or the Superintendent and/or his/her designee. The building principal shall advise the District Webmaster of the name of the School Webmaster. A School Webmaster shall also keep his/her respective school’s website free of outdated or unused material.

A teacher or other staff member wanting to create web pages for use in class or extracurricular activities or to provide a resource for other teachers or staff members shall notify the appropriate School Webmaster of his/her desired publishing activities.

II. System-Related Website Publishing Standards

A. Definition

A “system-related website” is one created pursuant to this policy and its Regulations. The Board does not endorse and is not responsible for websites created outside the standards and guidelines of this policy and its Regulations.

B. Authority

The Superintendent may delegate authority to place information on a system-related website; however, the Superintendent has the final authority to approve or disapprove any information in whatever form on any system-related website.

C. Application of Regulations for Staff Network/Internet Use

Development of system-related websites by employees must conform to Trumbull Board of Education Policy 4118.5, “Staff Network/Internet Use,” and its Regulations.

D. Internal Links

Each page of a system-related website must include a reference and hyperlink to the District website homepage. In addition, all system-related websites must include a link to this Policy.

E. External Links

Links to external sites, including externally hosted teacher sites, must be approved by the respective building principal or District Webmaster. If required, web managers must obtain permission from external websites before links are established from any system-related website to external websites. To the extent possible, school personnel shall determine the extent to which a secondary site is linked to other sites on the Internet and whether such sites are appropriate for access through system-related websites. Webmasters shall periodically check external links for accuracy and appropriateness of content. School employees must report any inappropriate links to the District Webmaster.

System-related websites may not contain links to personal web pages of students or employees, or to lists of personal web pages.

F. Application of Regulations for Copyright Law Compliance

No information or graphics may be posted on a system-related website in violation of copyright law or of Board of Education Policy 6162.6, “Copyright Law Compliance,” and its Regulations.

G. Protecting Students’ Safety

To protect students’ safety, a student’s personal information, including his/her home address, telephone number, personal and/or District e-mail address, and photograph, may not be published on a system-related website. In special circumstances (e.g., where accolades are warranted), the appropriate building principal or District administrator may seek special permission from the student’s parent(s)/guardian(s).

H. Protecting Students’ Intellectual Property

To protect students’ rights in intellectual property, student work may only be published on a system-related website if the appropriate building principal or District administrator has received permission from the student’s parent(s)/guardian(s), if only the student’s first name is included, if no other information about the student is contained within the work, and if a disclaimer is included indicating that the work may not be copied or modified in any way.

I. Accessibility for the Disabled

The District Webmaster, in consultation with the Manager of Technology, shall ensure that system-related websites meet required standards to ensure accessibility for persons with disabilities.