

WEB MANAGEMENT POLICY

PURPOSE

To streamline the organization, management, and accessibility of all web-based information for district, school, classroom, and extracurricular activities to ensure the security, continuity, and consistency of data and information.

Policy Statement: All School Board of Volusia County, FL district affiliated academic or extracurricular websites, including but not limited to schools, classrooms, courses, clubs, societies, sports teams, bands/orchestras, special interest groups, arts, and academic programs must be managed through official web management and hosting platforms provided and supported by Volusia County Schools.

REQUIREMENTS

1. **Mandatory Usage:**

Any VCS-affiliated academic or extracurricular program desiring a web presence must utilize the designated web management platform as defined by Information Technology Services for any informational and communication purposes.

2. **Registration and Approval:**

Any new academic and extracurricular program websites must be approved by the school administration and district webmaster. Approval for creating the new website must be given by the school principal or assistant principal designated by the school principal. Individuals seeking the new academic and extracurricular program website must schedule a review meeting with the district webmaster to review the scope and needs of the intended website.

3. **Site Management:**

If a website is used, all essential details regarding the academic and extracurricular programs, including schedules, event announcements, and any pertinent information, must be documented and updated regularly on the web platform.

4. **Communication:**

The web platform will serve as an essential mode of communication for all members involved in the academic and/or extracurricular program. Announcements and notifications regarding meetings, events, or changes should be communicated through this platform.

5. Designated Editor:
Approved academic and/or extracurricular websites will be managed by the program lead or previously designated editor selected by school or district administration.

6. Transparency:
The activities conducted through the platform should adhere to Volusia County Schools policies, codes of conduct, and guidelines. Any content shared or posted must align with the values and standards of Volusia County Schools. Logos and other graphics must adhere to district standards as set by the Community Information Department.

7. Accessibility:
The platform should meet ADA compliance and accessibility standards as defined by current ADA standards. Individuals seeking to produce an academic and/or extracurricular web presence must complete an ADA compliance and best practice training course approved by the district Webmaster.

8. Monitoring and Compliance:
Volusia County Schools reserves the right to monitor the content shared on the platform to ensure compliance with policies and guidelines.

AMENDMENT AND REVIEW

This policy may be subject to periodic review and amendments as deemed necessary by the authorities of Volusia County Schools. Any proposed changes will be communicated to all relevant parties in advance.

Legal Authority:

Sections 1001.41(1), 1001.42(8), Florida Statutes

Laws Implemented:

Sections 1003.02(1)(g), Florida Statutes

History:

(Adopted)

(Effective Date)