

## INTERNET PUBLICATION

### I. PURPOSE

The School District has established a district-wide web site to provide information about school curriculum, instruction, school activities and other information. The web site links users to web pages for the district's individual schools and departments. The School District maintains these web pages for educational purposes only, in furtherance of the educational mission of the School District. All published pages and corresponding links to other sites must relate to the district's educational mission.

### II. SUPERVISION AND APPROVAL OF WEB PAGES

Each school, department and teacher is responsible for overseeing their web pages and maintaining the web pages in a manner consistent with this policy and the School District's Acceptable Use Policy. Staff members may publish web pages related to their class projects or courses on their teacher web page. Any web sites accessed by students must originate from the District's web site and tie into the educational mission of the District.

Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the District's web pages, as detailed below. All work that is published on our web site is accompanied by a copyright notice that prohibits copying the work without the written consent of the copyright holder.

### III. CONTENT STANDARDS

Any school, department or staff member that creates a page is responsible for the content, currency and maintenance of that page. All subject matter must relate to curriculum, instruction, learning, school activities and general information must be consistent with the District's mission. All web page materials are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.

### IV. SAFETY PRECAUTIONS

#### A. in general

- Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.

#### B. Student photographs

- Student photographs may be published only with the written consent of the student's parent or guardian.
- Student photographs will not be accompanied by identifying information about the student(s).

#### C. Student work

- Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

#### D. Staff photographs, identifying information and work

- Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.

- Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

## **V. CONFORMANCE WITH DISTRICT POLICIES**

All documents and other data on the web site must conform to all applicable laws and to District policies and regulations as well as established school guidelines. Copies of District policies are available on the web site. Persons developing or maintaining information on the web site are responsible for complying with these laws and policies. Some of the relevant issues and related District policies include but are not limited to, the following:

1. Documents created for the web and linked to the District web pages shall meet the criteria for use as an instructional resource.
2. Personal electronic publications such as student or staff personal web pages or resumes shall not be linked or included in any part of the District web site.
3. Electronic publications created by student as part of a class or school activity may be linked or included as part of the District web site provided that they are created under the supervision of a professional staff member. That staff member will check to ensure that the work complies with guidelines contained within this policy when reviewing and approving the work to be linked to or included as part of the school's website.
4. Any tampering with or misuse of the web site by employees, students or others shall be considered vandalism and a violation of student conduct policies and will result in disciplinary action in accordance with District policy and applicable law.
5. In determining whether a link to a non-District owned web site is appropriate, professional staff members shall consider whether the other web site is consistent with and in furtherance of the District's purpose of providing staff access to resources which relate to teaching, research, or professional development and providing students access to learning and other educational activities. All links must reflect the District's mission.

## **VI. OWNERSHIP AND RETENTION**

All web pages on the Cohasset Public Schools web site, including, district, school, classroom, teacher, and student activity pages, are the property of the school district. All staff members are expected to adhere to all of the above policies. Failure to do so may result in the teacher/staff member's web page being deactivated and may result in the teacher/staff member's privileges being rescinded. All material placed on the web site shall be subject to copyright restrictions in accordance with the relevant law.

The Superintendent or designees may monitor web sites to see if school personnel have posted inappropriate materials on-line. When inappropriate use of computers and web sites is discovered, the School Principals and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

Source: MASC, Duxbury Public Schools File IJNDC  
Cross References: IJND; IJNDB; IJNDD; EDCA-C

Adopted: September 2016

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