C – Business & Support Services	**CQ**
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Technology Resources for District Campus and Classroom Websites – 2023	

Note: For information regarding use of the District's technology resources, see CQ. For information regarding intellectual property and copyright compliance, see CY. For information regarding student records, see FL.

DISTRICT WEBSITE

The District will maintain a District website for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District website must be directed to the designated webmaster. The Director of Technology and the District webmaster will establish guidelines for the development and format of web pages controlled by the District.

No commercial advertising will be permitted on a website controlled by the District.

ACCESSIBILITY

The District is committed to ensuring that individuals with disabilities have an opportunity equal to their nondisabled peers to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration of the program, benefit, or service.
An individual who needs assistance with the District website should contact the District webmaster.
A District employee, student, parent, or member of the public who wishes to submit a complaint or grievance related to the accessibility of the District website may contact the Director of Technology or file a grievance under the District's grievance policies. [See DGBA, FNG, and GF]

During any pending investigation, the District will, as soon as possible, provide the complainant equally effective alternative access to the information or service.

Beginning January 1, 2018, unless an exception is approved by the Superintendent or designee, all new, newly added, or modified online content and functionality shall be accessible to people with disabilities as measured by conformance with the following benchmarks for measuring accessibility:

1. The World Wide Web Consortium's (Yi/3C's) Web Content Accessibility Guidelines (Yi/CAG) Level AA; and

2. The Web Accessibility Initiative's Accessible Rich Internet Applications Suite (Yi/Al-ARIA) 1.0 for web content.

PLAN FOR ONLINE CONTENT

The Superintendent or designee shall develop administrative procedures for all new, newly added, or modified online content, and functionality shall be accessible to people with disabilities as measured by conformance to the benchmarks for measuring accessibility described in this policy, except where doing so would impose a fundamental alteration or undue burden.

When a fundamental alteration or undue burden apply, the administrative procedures must require the District to provide, to the maximum extent possible, equally effective alternative access so that individuals with disabilities receive the same benefits or services as their nondisabled peers. Such procedures must include sufficient quality assurance procedures, backed by adequate personnel and financial resources, for full implementation. The procedures shall apply to the District's online content and functionality developed by, maintained by, or offered through a third-party vendor or by using open sources.

WEBSITE NOTICE (Is South San ISD in compliance with this information)

The Superintendent or designee shall develop a notice to persons with disabilities regarding how to request the Technology Services department or other appropriate person to provide access to, or notify the District regarding, online information or functionality that is currently inaccessible. The notice shall also include information or an accessible link to information instructing individuals how to file a complaint or grievance under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. This notice shall be prominently posted on the District's home page and throughout the District website, including all subordinate pages and intranet sites).

TRAINING

The District shall provide periodic training, at least annually, on website accessibility to all appropriate personnel, including content developers, Technology Services, procurement officials, and all others responsible for developing, loading, maintaining, or auditing web content and functionality.

MONITORING

The Technology Services department or designee shall periodically randomly audit District online content for accessibility, or may engage an outside auditor for this purpose.

WEBSITE ASSISTANCE

An individual who needs assistance with the District website should contact the District's Technology Services department or designee.

A District employee, student, parent, or member of the public who wishes to submit a complaint or grievance related to the accessibility of the District website may contact Technology Services or file a grievance under the District's grievance policies. [See DGBA, FNG, and GF)

SCHOOL OR CLASS WEB PAGES

Schools or classes may publish and link to the District website pages that present information about the school or class activities, subject to approval from the webmaster. The campus principal will designate the staff member responsible for managing the campus web page under the supervision of the District webmaster. Teachers will be responsible for compliance with District rules in maintaining their class web pages. Any links from a school or class web page to sites outside the District's computer system must receive approval from the District webmaster.

STUDENT WEB PAGES

With the approval of the Director of Technology, technology coordinator, and campus principal, students may establish District sponsored individual web pages linked to a campus or District website; however, all material presented on a student's web page must be related to the student's educational activities. The campus principal will designate the staff members responsible for supervising student compliance with District rules in maintaining student web page. Student web pages must include the following notice: "This is a student web page. Opinions expressed on this page shall not be attributed to the District." Any links from a student's web page to sites outside the District's computer system must receive approval from the District webmaster.

WEB PAGES OF NONCURRICULUM-RELATED GROUPS

Student Organizations

In accordance with policy FNAB, and with the approval of the District webmaster, noncurricular-related student groups may establish web pages linked to a campus or District website; however, all material presented on the web page must relate specifically to the organization's activities and include only student-produced material. The sponsor of the organization will be responsible for compliance with District rules for maintaining the web page. Web pages must include the following notice: "This is a noncurricular-related student group web page. Opinions expressed on this page shall not be attributed to the District." Any links from the web page of a noncurricular-related student group to sites outside the District's computer system must receive approval from the District webmaster.

Parent Organizations

With the approval of the District webmaster, noncurricular-related parent groups may establish web pages linked to a campus or District website; however, all material presented on the web page must relate specifically to the organization. The sponsor of the organization will be responsible for compliance with District rules for maintaining the web page. Web pages must include the following notice: "This is a parent noncurricular-related group web page. Opinions expressed on this page shall not be attributed to the District." Any links from the web page of noncurricular-related student groups to sites outside the District's computer system must receive approval from the District webmaster. [See GE for additional information regarding District-affiliated school-support or booster organizations.]

Personal Web Pages

District employees, Board members, and members of the public will not be permitted to publish personal web pages using District resources.

No Other Web Pages Permitted

The District will not permit personal web pages maintained by students, staff, or school-related organizations to be published and linked to the District's website.

CONSENT REQUIREMENTS

No original work created by any District student or employee will be posted on a web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or the employee who created the work. [See FL(EXHIBIT)]
No personally identifiable information about a District student will be posted on a web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy. [See FL]

WEBMASTER

The District has designated the following staff person as the District webmaster:
Name: Mike Ortiz
Position: Systems Administrator
Telephone: 210-353-1201 Ext. 4357