

**DISTRICT AND SCHOOL WEBSITES****Design Standards**

The Superintendent or designee shall develop design standards for district and school websites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the website. Such standards shall take into consideration the ease of use on a wide range of devices.

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, district and school websites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for website accessibility. The Superintendent or designee shall regularly review district and school websites and modify them as needed to ensure legal compliance with accessibility standards.

**Website Content**

As applicable, district and school websites shall provide current information regarding the district's mission and goals, district/school programs and operations, district/school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, links to educational resources.

With approval of the principal, individual teachers may create web pages linked to the district or school website to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on district or school websites provided that both the student and the student's parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

Any copyrighted material to be posted on a district or school website shall be submitted to the Superintendent or designee together with the permission of the copyright owner to reprint the material. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a district or

**DISTRICT AND SCHOOL WEBSITES**

school website if the Superintendent or designee determines that the material is in the public domain or that the intended use meets the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the website shall include a notice crediting the copyright owner and, as necessary, shall note that permission to reprint the material was granted.

Whenever a district or school website includes links to external websites, it shall include a disclaimer that the district is not responsible for the content of external websites.

**Roles and Responsibilities**

Any employee assigned as a district or school webmaster shall be responsible for the uploading of material to the website(s) upon approval of the Superintendent or designee. The employee shall review district and school websites to ensure consistency with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct editorial reviews of all materials submitted for publication on district or school websites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

**Security**

Pursuant to Education Code 35266, districts that experience a cyberattack which impacts more than 500 students or personnel are required to report such cyberattack to the California Cybersecurity Integration Center.

The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school websites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

**DISTRICT AND SCHOOL WEBSITES**

*Policy Reference Disclaimer:*

*These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

**State**

*Bus. and Prof. Code 22580-22582  
 Bus. and Prof. Code 22584-22585  
 Bus. and Prof. Code 22586-22587  
 Ed. Code 32526  
 Ed. Code 33353  
 Ed. Code 35182.5  
 Ed. Code 35258  
 Ed. Code 42103  
 Ed. Code 48852.6  
 Ed. Code 48907*

*Ed. Code 48950  
 Ed. Code 48985.5  
 Ed. Code 49006  
 Ed. Code 49061  
 Ed. Code 49073  
 Ed. Code 5092  
 Ed. Code 60048  
 Gov. Code 11135  
 Gov. Code 12950  
 Gov. Code 3307.5  
 Gov. Code 7920.000-7930.215  
 Pen. Code 14029.5*

*Pub. Res. Code 21082.1*

**Federal**

*16 CFR 312.1-312.13  
 17 USC 101-122  
 17 USC 504  
 20 USC 1232g  
  
 29 USC 705  
 29 USC 794  
 34 CFR 104.1-104.61  
 34 CFR 99.1-99.67  
 42 USC 12101-12213*

**Management Resources**

**Description**

[Privacy rights for California minors in the digital world](#)  
[Student Online Personal Information Protection Act](#)  
[Early Learning Personal Information Protection Act](#)  
 Use of learning recovery funds  
 California Interscholastic Federation incident tracking  
[Contracts for advertising](#)  
[Internet access to school accountability report cards](#)  
[Budget notification](#)  
[Information regarding homelessness](#)  
[Exercise of free expression; time, place, and manner rules and regulations](#)  
[Speech and other communication](#)  
 Synthetic drugs  
 Seclusion and restraint  
[Definitions; directory information](#)  
[Release of directory information](#)  
 Filling Vacancies  
[Commercial brand names, contracts or logos](#)  
[Prohibition of discrimination](#)  
[California Civil Rights Department posters](#)  
[Publishing identity of public safety officers](#)  
[California Public Records Act](#)  
[Prohibition against publishing personal information of person in witness protection program](#)  
[California Environmental Quality Act environmental review documents](#)

**Description**

*Children's Online Privacy Protection Act  
 Subject matter and scope of copyright  
 Penalties for copyright infringement  
 Family Educational Rights and Privacy Act (FERPA) of 1974  
 Definitions; Vocational Rehabilitation Act  
 Rehabilitation Act of 1973; Section 504  
 Nondiscrimination on the basis of disability  
 Family Educational Rights and Privacy  
 Americans with Disabilities Act*

**Description**

**DISTRICT AND SCHOOL WEBSITES**

<i>CA Civil Rights Department Publication</i>	<i>Family Care and Medical Leave and Pregnancy Disability Leave</i>
<i>CA Civil Rights Department Publication</i>	<a href="#"><u>California Law Prohibits Workplace Discrimination and Harassment</u></a>
<i>CA Civil Rights Department Publication</i>	<i>Transgender Rights in the Workplace</i>
<i>CA Civil Rights Department Publication</i>	<i>Your Rights and Obligations as a Pregnant Employee</i>
<i>Court Decision</i>	<i>Aaris v. Las Virgenes Unified School District (1998) 64 Cal.App.4th 1112</i>
<i>Court Decision</i>	<i>City of San Jose v. Superior Court (2017) 2 Cal.5th 608</i>
<i>U.S. Department of Agriculture Publication</i>	<a href="#"><u>Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016</u></a>
<i>U.S. DOE, Office for Civil Rights Publication</i>	<a href="#"><u>Dear Colleague Letter: Race and School Programming, August 2023</u></a>
<i>U.S. DOJ, Civil Rights Division Publication</i>	<a href="#"><u>Accessibility of State and Local Government Websites to People with Disabilities, February 2020</u></a>
<i>Website</i>	<a href="#"><u>California Interscholastic Federation</u></a>
<i>Website</i>	<a href="#"><u>Fact Sheet: New rule on the accessibility of web content and mobile apps provided by state and local governments</u></a>
<i>Website</i>	<a href="#"><u>California Cybersecurity Integration Center</u></a>
<i>Website</i>	<a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>
<i>Website</i>	<a href="#"><u>Governor's Office of Planning and Research, The California Environmental Quality Act</u></a>
<i>Website</i>	<a href="#"><u>California Department of Education, Web Accessibility Standards</u></a>
<i>Website</i>	<a href="#"><u>California School Public Relations Association</u></a>
<i>Website</i>	<a href="#"><u>California Interscholastic Federation</u></a>
<i>Website</i>	<a href="#"><u>U.S. Department of Justice, Civil Rights Division, Disability Rights Section</u></a>
<i>Website</i>	<a href="#"><u>World Wide Web Consortium, Web Accessibility Initiative</u></a>
<i>Website</i>	<a href="#"><u>CSBA</u></a>
<i>Website</i>	<a href="#"><u>U.S. Department of Education, Office for Civil Rights</u></a>
<i>Website</i>	<a href="#"><u>California Civil Rights Department</u></a>
<i>World Wide Web Consortium Publication</i>	<a href="#"><u>Web Content Accessibility Guidelines, June 2018</u></a>

**Cross References**

<b>Policy</b>	<b>Description</b>
0000	<a href="#"><u>Vision</u></a>
0410	<a href="#"><u>Nondiscrimination In District Programs And Activities</u></a>

**DISTRICT AND SCHOOL WEBSITES**

0440	<a href="#"><u>District Technology Plan</u></a>
0440	<a href="#"><u>District Technology Plan</u></a>
0450	<a href="#"><u>Comprehensive Safety Plan</u></a>
0450	<a href="#"><u>Comprehensive Safety Plan</u></a>
0460	<a href="#"><u>Local Control And Accountability Plan</u></a>
0460	<a href="#"><u>Local Control And Accountability Plan</u></a>
0500	<a href="#"><u>Accountability</u></a>
0510	<a href="#"><u>School Accountability Report Card</u></a>
1100	<a href="#"><u>Communication With The Public</u></a>
1112	<a href="#"><u>Media Relations</u></a>
1114	<a href="#"><u>District-Sponsored Social Media</u></a>
1114	<a href="#"><u>District-Sponsored Social Media</u></a>
1312.3	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3-E(1)	<a href="#"><u>Uniform Complaint Procedures</u></a>
1312.3-E(2)	<a href="#"><u>Uniform Complaint Procedures</u></a>
1325	<a href="#"><u>Advertising And Promotion</u></a>
1340	<a href="#"><u>Access To District Records</u></a>
1340	<a href="#"><u>Access To District Records</u></a>
3100	<a href="#"><u>Budget</u></a>
3100	<a href="#"><u>Budget</u></a>
3290	<a href="#"><u>Gifts, Grants And Bequests</u></a>
3311	<a href="#"><u>Bids</u></a>
3311	<a href="#"><u>Bids</u></a>
3513.3	<a href="#"><u>Tobacco-Free Schools</u></a>
3513.3	<a href="#"><u>Tobacco-Free Schools</u></a>
3515	<a href="#"><u>Campus Security</u></a>
3515	<a href="#"><u>Campus Security</u></a>
3515.3	<a href="#"><u>District Police/Security Department</u></a>
3515.3	<a href="#"><u>District Police/Security Department</u></a>
3515.7	<a href="#"><u>Firearms On School Grounds</u></a>
3516	<a href="#"><u>Emergencies And Disaster Preparedness Plan</u></a>
3516	<a href="#"><u>Emergencies And Disaster Preparedness Plan</u></a>
3516.5	<a href="#"><u>Emergency Schedules</u></a>
3551	<a href="#"><u>Food Service Operations/ Cafeteria Fund</u></a>
3551	<a href="#"><u>Food Service Operations/ Cafeteria Fund</u></a>
3552	<a href="#"><u>Summer Meal Program</u></a>
3552	<a href="#"><u>Summer Meal Program</u></a>
3580	<a href="#"><u>District Records</u></a>
3580	<a href="#"><u>District Records</u></a>
4030	<a href="#"><u>Nondiscrimination In Employment</u></a>
4030	<a href="#"><u>Nondiscrimination In Employment</u></a>
4040	<a href="#"><u>Employee Use Of Technology</u></a>
4040-E(1)	<a href="#"><u>Employee Use Of Technology</u></a>

DISTRICT AND SCHOOL WEBSITES

4119.21	<a href="#"><u>Professional Standards</u></a>
4119.21-E(1)	<a href="#"><u>Professional Standards</u></a>
4119.23	<a href="#"><u>Unauthorized Release Of Confidential/ Privileged Information</u></a>
4131	<a href="#"><u>Staff Development</u></a>
4132	<a href="#"><u>Publication Or Creation Of Materials</u></a>
4161.8	<a href="#"><u>Family Care And Medical Leave</u></a>
4219.21	<a href="#"><u>Professional Standards</u></a>
4219.21-E(1)	<a href="#"><u>Professional Standards</u></a>
4219.23	<a href="#"><u>Unauthorized Release Of Confidential/ Privileged Information</u></a>
4231	<a href="#"><u>Staff Development</u></a>
4232	<a href="#"><u>Publication Or Creation Of Materials</u></a>
4261.8	<a href="#"><u>Family Care And Medical Leave</u></a>
4319.21	<a href="#"><u>Professional Standards</u></a>
4319.21-E(1)	<a href="#"><u>Professional Standards</u></a>
4319.23	<a href="#"><u>Unauthorized Release Of Confidential/ Privileged Information</u></a>
4331	<a href="#"><u>Staff Development</u></a>
4332	<a href="#"><u>Publication Or Creation Of Materials</u></a>
4361.8	<a href="#"><u>Family Care And Medical Leave</u></a>
5022	<a href="#"><u>Student And Family Privacy Rights</u></a>
5022	<a href="#"><u>Student And Family Privacy Rights</u></a>
5125	<a href="#"><u>Student Records</u></a>
5125	<a href="#"><u>Student Records</u></a>
5125.1	<a href="#"><u>Release Of Directory Information</u></a>
5125.1	<a href="#"><u>Release Of Directory Information</u></a>
5125.1-E(1)	<a href="#"><u>Release Of Directory Information</u></a>
5131.2	<a href="#"><u>Bullying</u></a>
5131.2	<a href="#"><u>Bullying</u></a>
5131.41	<a href="#"><u>Use Of Seclusion And Restraint</u></a>
5141.5	<a href="#"><u>Mental Health</u></a>
6020	<a href="#"><u>Parent Involvement</u></a>
6020	<a href="#"><u>Parent Involvement</u></a>
6145.2	<a href="#"><u>Athletic Competition</u></a>
6145.2	<a href="#"><u>Athletic Competition</u></a>
6152.1	<a href="#"><u>Placement In Mathematics Courses</u></a>
6152.1	<a href="#"><u>Placement In Mathematics Courses</u></a>
6162.6	<a href="#"><u>Use Of Copyrighted Materials</u></a>
6162.6	<a href="#"><u>Use Of Copyrighted Materials</u></a>
6163.4	<a href="#"><u>Student Use Of Technology</u></a>
6163.4-E(1)	<a href="#"><u>Student Use Of Technology</u></a>
6173	<a href="#"><u>Education For Homeless Children</u></a>
6173	<a href="#"><u>Education For Homeless Children</u></a>

**DISTRICT AND SCHOOL WEBSITES**

6173-E(1)	<a href="#"><u>Education For Homeless Children</u></a>
6173-E(2)	<a href="#"><u>Education For Homeless Children</u></a>
6190	<a href="#"><u>Evaluation Of The Instructional Program</u></a>
7150	<a href="#"><u>Site Selection And Development</u></a>
7150	<a href="#"><u>Site Selection And Development</u></a>
7214	<a href="#"><u>General Obligation Bonds</u></a>
7214	<a href="#"><u>General Obligation Bonds</u></a>
9010	<a href="#"><u>Public Statements</u></a>
9012	<a href="#"><u>Board Member Electronic Communications</u></a>
9223	<a href="#"><u>Filling Vacancies</u></a>
9310	<a href="#"><u>Board Policies</u></a>
9320	<a href="#"><u>Meetings And Notices</u></a>
9322	<a href="#"><u>Agenda/ Meeting Materials</u></a>

**Regulation**

**PASADENA UNIFIED SCHOOL DISTRICT**

**Approved:** May 24, 2011

Pasadena, California

**Revised:** 11/20/2014; 03/23/2023; 10/24/2024