

Sacramento City USD – Request for Blog Website

Board Policy- BP 1113: Community Relations- District and School Web Sites

To enhance communication with students, parents/guardians, staff, community members and the public at large, the Governing Board encourages the development and ongoing maintenance of district and school web sites on the Internet. Web sites shall support the educational vision of the district and shall be consistent with the district's plans for communications and media relations.

The Superintendent or designee shall develop guidelines regarding the content of district and school web sites, which shall include standards for the ethical and responsible use of information and technology. These guidelines shall be consistent with law, Board policy and administrative regulation.

District and school web sites shall not include content which is obscene, libelous or slanderous, or which creates a clear and present danger of inciting students to commit unlawful acts on school premises, violate school rules or substantially disrupt the school's orderly operation.

Any links to external sites shall follow the same guidelines applicable to district and school web sites.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on district or school web sites.

Content

The Superintendent or designee shall ensure that web site content protects the privacy rights of students, parents/guardians, staff, Board members and other individuals.

No personal information about students or their parents/guardians, including phone numbers, home addresses or e-mail addresses, shall be published on a district or school web page.

Student directory information shall not be published if parents/guardians have requested that it be withheld.

Photographs of students shall be used only with written permission from the students' parents/guardians.

Home addresses or telephone numbers of staff members shall not be posted.

District and school web sites shall not post the home address or telephone number of any elected or appointed official without the prior written permission of that individual.

No public safety officer shall be required as a condition of employment to consent to the use on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation or harm to the officer or his/her family.

The Superintendent or designee may establish standards for the design of district and school web sites in order to maintain a consistent identity, professional appearance and

ease of use.

Staff and students may submit materials for web site publication to the district or school webmaster who shall ensure that the content adheres to district guidelines and policies.

Policy SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
adopted: November 5, 2001 Sacramento, California

**AR 1113: Community Relations- District and School Web Sites
Content**

District and school web sites shall provide current and useful information regarding district programs, activities and operations. Such information shall be appropriate for both internal and external audiences.

The content of web sites may include, but not be limited to, district or school news, district mission and goals, agendas and minutes of Governing Board meetings, policy information, messages from the Board or administrators, information about curriculum and instruction, school calendars, student projects, school clubs and activities, lunch menus, transportation schedules, school map, school handbook, parent conferences, educational resources, links to other educational sites and contacts for further information.

The Superintendent or designee shall make the information contained in the School Accountability Report Card accessible on the Internet and shall ensure that such information is updated annually.

Student work may be published on a web site provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a newspaper or school newsletter.

Students, staff or other individuals may not use district or school web sites to provide access to their personal web pages or online services.

If any copyrighted material is posted on a district or school web site, the web site shall include a notice crediting the original producer of the material and noting how and when permission to reprint the material was granted.

Roles and Responsibilities

The district webmaster shall be responsible for the content and publication of the district web site upon approval of the Superintendent or designee. He/she shall review all content before publication, upload content to the district web server, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed to school webmasters.

The school webmaster shall perform similar duties related to the content and maintenance of the school's web site upon approval of the school principal. The principal or school webmaster shall notify the Superintendent or designee regarding the creating and updating of a school web site.

Security

The web site host computer shall have security procedures that prohibit unauthorized persons from accessing system-level controls or making changes to web site content. To the extent possible, the host computer shall be in a lockable room with restricted access.

Regulation SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
reviewed: June 11, 2002 Sacramento, California

Sacramento City Unified School District
Information Services & Educational Technology

Request for Approval of Blog Website Access

Must be completed and signed by Requestor and by school site administrator (Principal) or Department Director. Original must be submitted.

I have read and understand the school board's policy and the district's administrative regulation concerning district and school web sites and agree to abide by them. (BP 1113 and AR 1113)

Requestor: _____ Date : _____

Phone/email: _____ School Site: _____ Grade: _____

Specific Blog Site/URL (no general URLs will be permitted): _____

Purpose of Blog _____

Person Responsible for Blog: _____ email: _____

Signature of responsible person: _____

Are you the moderator? _____ Do you screen content before posting? _____

If you are not the moderator, do you accept responsibility to monitor the site regularly and will report any/all inappropriate material to Sally Savona, Director, Information Services? _____

I agree to notify the Information Services & Educational Technology (ISET) Department of any changes to the above request. I understand that this request will need to be resubmitted annually or until such time the District modifies its Internet content filtering software. I also understand that ISET staff may periodically check the content of the Blog site to ensure the District maintains a safe learning environment and is in compliance with the Child Internet Protection Act.

Authorization:

Administrator's Name: _____ Date: _____

Please print

Administrator's Signature: _____

Submit original form with signatures to:
Sally Savona, Director, Information Services
Information Services & Educational Technology , Box 808,
Phone: 916-643-7433. Email: sally@sac-city.k12.ca.us