

# POLICY

0157 BOARD OF EDUCATION WEBSITE

## Acceptable Web Posting Policy

The School District of the Chathams encourages staff to contribute to the district website and to create and post web pages to help inform pupils and the community about school and class activities and Board policies. The guidelines listed below explain the responsibilities and procedures to be followed by district staff when providing information to web pages.

## Content

The district web site is for educational and school-related use and/or purposes. All other use is prohibited, including, but not limited to, the following examples:

- Commercial, political, religious or other personal interests or purposes
- Promotion of illegal activity
- Defamatory material
- Any material which violates copyright protection or the School District of the Chathams' Acceptable Use Policy

The web page publisher will review his/her web pages a minimum of once every quarter and will update or remove information as needed. Links to appropriate curriculum-related resources may be included on the pages. It is the responsibility of the web page publisher to review the links periodically to verify that they are still active and their content is appropriate.

All web pages must be free of spelling and grammatical errors except where original pupil work is to be displayed in original form.

All content is subject to district review. Web pages may require editing or removal at the direction of the Assistant Superintendent.

## Privacy

Because Internet publications are available to the entire world, special care should be taken to protect the

# POLICY

privacy of pupils and staff. No personal information about pupils and staff, such as home addresses and telephone numbers, will be included on a web site. Identified pictures of staff members will be included only with their express permission. Pictures of pupils will be included only under these conditions:

1. Groups of ten or more pupils involved in an activity can be included, but they will be identified only with the name of the activity. Individual pupil permission is not required for these large group photos of ten or more pupils.
2. Smaller groups or individuals can only be included if the parent(s) or legal guardian(s) (or pupil who is of age) signs the district's Internet Publication Consent form.
3. Pupils will not be identified in pictures unless there is a special reason for doing so, such as recognition for receiving an award, in such cases, a parent or guardian (or pupil who is of age) must sign the Internet Publication Consent form.

## Individual Safety

Personally identifiable pupil information will not be posted unless prior signed consent has been obtained from the parent or legal guardian via the Internet Publication Consent form. According to NJ Bill A592, "Personally identifiable information" means pupil names, pupil photos, pupil addresses, pupil e-mail addresses, pupil phone numbers, and locations and times of class trips.

When personally identifiable pupil information is posted on a web page, the Internet Publication Consent form must be completed and a copy filed in the Principal's office of the pupil's building.

A minimum of verbal permission is required before any personally identifiable information of a staff member may be posted on the web.

## Security

Access to web page posting is password protected. It is the responsibility of the person to whom the password is issued to keep the password secure.

# POLICY

SCHOOL DISTRICT  
OF THE CHATHAMS

BYLAWS  
0157/Page 3 of 3  
Board of Education Website

N.J.S.A. 18A:11-1

Adopted: September 4, 2007