

# POLICY

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OF THE CHATHAMS  
PROGRAM  
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## **2361.1 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 students and the community about school and class activities and 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 website is for educational and school-related use and/or purposes. All other use is prohibited, including, but not limited to, the following examples:

- Commercial, personal political or religious, or other personal interests or purposes
- Content which could discredit or defame SDOC, its staff or students
- Promotion of illegal activity
- Defamatory material
- Any material which violates copyright protection or the School District of the Chathams' Acceptable Use Policy

The staff member 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 staff member 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 student 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 building principal or district administrator.

### Privacy

Because Internet publications are available to the entire world, special care should be taken to protect the privacy of students and staff. No personal information about students and staff, such as home addresses and telephone numbers, will be included on a website. Identified photographs of staff members will be included only with their express permission. Photographs of students will be included only under these conditions:

- Photographs of individuals will be included if the parent(s) (or student who is of age) has not opted out of Directory Information.
- Photographs of groups of students will be included if not otherwise protected by law.
- In cases where photographs are posted, students will not be identified unless there is a special reason for doing so, such as recognition for receiving an award.

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## Individual Safety

Personally identifiable student information will not be posted if the parent(s) or legal guardian(s) (or student who is of age) has opted out of Directory Information. According to NJ Bill A592, "Personally identifiable information" means student names, student photos, student addresses, student e-mail addresses, student phone numbers, and locations and times of class trips.

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

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

Adopted: July 18, 2005

Revised: July 21, 2014