

## Jefferson County Schools Web Policy

*Web space not updated within a period of a year will be removed from the server.*

**Notice: No student should have FTP access to a teacher's account or password. Only the teacher can FTP to the server.**

The web page must have a purpose which falls within at least one of three categories:

1. Support of curriculum and instruction intended to provide links to Internet resources for students, parents, and staff in the district;
2. Public information intended to communicate information about the schools and district to students, staff, parents, community and the world at large; and
3. District technology support intended to provide and respond to instructional and administrative technology needs of students and staff.

Web page publications shall follow all applicable copyright laws and guidelines.

### **PRIVACY STANDARDS**

1. Because Internet publications are available to the entire world, special care shall be taken to protect the privacy of students and staff. Web pages may not include personally identifying information regarding a student such as: student last name or last name initial, telephone numbers, addresses, names of other family members, names of friends, e-mail addresses, and specific location of a student at any given time, grades or any other academic information. No confidential information shall be published on or linked to the web site.

2. Links to student e-mail accounts are prohibited.

3. Pictures of groups of students involved in a school-related activity may be published without consent; however, the students shall only be identified by the group name. Individual student pictures may not be published.

### **ADVERTISING/SPONSORSHIPS**

Any use of advertising or sponsorships that appears on a school web site must be approved by the school web administrator or the director of schools/designee. Guidelines for approval shall be established by the director of schools/designee and must be consistent with the board's policies and guidelines used in other school and district publications.

All web pages must have an email link to the teacher's school email account.