

The Vanguard School

POLICY: Vanguard IJNDB-R – School Website Publishing Procedures

POLICY ADOPTED: 5-15-24

In accordance with the accompanying policy, the following procedures are established for publishing school websites.

Maintenance

The Executive Director or his designee shall monitor the website and all school-managed web pages to monitor compliance with school policy and state and federal law. Prior to publication, all material to be posted shall be reviewed by the Executive Director or designee.

User credentials required to maintain the site shall be carefully guarded to ensure that only authorized personnel have the opportunity to make changes on a school website.

Content standards

1. All materials and information must be consistent with the mission, goals, policies, programs, and activities of the school. All subject matter shall relate to curriculum, instruction, appropriate general information, or to activities of The Vanguard School.
2. All material on the school website shall be either original to the school, in the public domain, or posted with the express permission of its rightful owner. This includes, but is not limited to text, graphics, pictures, video, sounds, music, characters, logos, and trademarks. Web page publications shall follow all applicable copyright laws and guidelines.
3. Teachers may maintain instructional pages on the school's website. They may also maintain links to instructional sites on remote servers, especially servers designed for educational use, provided that the linked sites conform to all parts of this policy.
4. Any student-created web pages shall be supervised and approved by a designated staff advisor and shall comply with all aspects of school web policy. Posting of approved materials will be done by personnel authorized to make changes to the school website. Student organizations that are not officially recognized and do not

have staff advisors shall not be permitted to submit materials for publication on school websites.

5. All material on the school website shall, to the greatest extent possible, be compliant with applicable state and federal accessibility 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 (PII) regarding a student such as telephone numbers, addresses, names of family members, names of friends, email addresses, 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 website.
2. Student work may be published on web pages only with written consent of the student's parent/guardian or the eligible student before each incident of publication.
3. Links to student email accounts are prohibited.
4. Pictures of students may be included only under the following conditions:
 - a. Individual student pictures may be published on the website only with written consent of the student's parent/guardian or eligible student.
 - b. Students participating in activities that are open to the public (sporting events, theater productions, concerts, award presentations, etc.) may be published without consent.
 - c. Pictures of groups (2 or more) of students involved in a school-related activity may be published without consent; however, the students shall only be identified by the group name.
 - d. Students shall not be individually identified in pictures unless there is a special reason for doing so, such as recognition for receiving an award. In such cases, the student's parent/guardian or eligible student must give written consent.

Changes in technology

Given the rapid change in technology, some of the provisions of this regulation may become outdated rapidly. Therefore, this regulation shall be reviewed periodically and

revised as necessary. When changes occur before this regulation can be adjusted, the Executive Director or designee shall make decisions consistent with the philosophy set forth in the Board's policy and this regulation.

Definitions

Instructional site: An educational website maintained exclusively to assist in instruction

Advertising: The use of banners or logos that may appear at any point on a web page

Sponsorship: Names or logos associated with sponsoring persons or organizations located at a specified section of a website

Officially recognized student organization: Any club or organization in the school, approved by the Principal and assigned a staff advisor, who operates within the framework of state statutes, Board policy, administrative rules, and the parameters of the curriculum

Approved: August 2012

Revised: 10-16-18