

Existing policy 6141.322 adopted 5/21/19, should be codified as 6145.3. A CABA sample follows for comparison.

Instruction

District/School/Staff/Student Publications

To enhance communication with students, parents/guardians, staff, community members, the public at-large and to foster creativity, the Board of Education encourages the development and ongoing maintenance of district and school publications on the Internet. All publications shall support the educational vision of the district and shall be consistent with the District's plans for communications and media relations.

The Board of Education encourages the administration and staff to create and maintain publications for the district and individual schools for educational purposes. These publications shall serve as avenues for educating the community, providing information about our schools and communicating with the extended school community. District and individual school publications shall be used to share information relating to the schools and the district mission. These publications may also provide instructional resources for staff and students. Content published should be of professional quality and consistent with the educational mission of the school system.

The Superintendent shall develop guidelines regarding the content of district and school publications, 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 regulations. All published content must comply with these guidelines.

The District may develop publications through a variety of methods using a variety of services. These policies and regulations apply to such publications.

Failure to comply with this policy and applicable administrative regulations will result in discipline, including suspension of district Internet privileges and/or referral to law enforcement, if appropriate.

District Publications

District publications provide a resource for obtaining information about the district and for informing patrons about instructional program, activities and Board policies. Requests for publication of information on the district site should be directed to the Building Principal and/or Superintendent. Personal information, not related to education, will not be permitted.

School Publications

A school site provides unique and ever-changing ways to interact with the community and improve student learning. School publications:

1. Allow an individual school to provide current and complete information to its community at large.
2. Give the community a means to communicate effectively with students and personnel.

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District/School/Staff/Student Publications

School Publications (continued)

3. Create expanded means for student expression.
4. Provide new avenues for teachers to help students meet high standards of performance.

All school web publications shall conform to this policy and its accompanying regulations. The primary purpose of a schools' publications is to communicate effectively with its community. The Principal or designee shall ensure that the site is maintained in such a way that the community receives reasonably current and accurate information. A school may elect to have its publications serve additional purposes related to its educational mission.

When a school allows student publications on the Internet, the purpose of including such publications shall be clearly identified. These publications shall be consistent with the mission, goals, policies, programs and activities of the district. All publications shall meet established district and school requirements related to student publications and in accordance with state and federal law related to student expression.

Staff Digital Publications

Staff may use digital media to implement curriculum goals, to provide instructional resources for other staff members and to facilitate learning. This use of digital media must reflect the educational goals and objectives of the district. Staff may not utilize publications sponsored or supported by the Woodbridge Board of Education for personal use or for proprietary gain.

Use of District publications by staff members shall comply with all rules and regulations promulgated by the school administration.

Content

The Superintendent or designee shall ensure that publication content protects the privacy rights of students, parents/guardians, Board members and other individuals. The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on district or school publications. The Superintendent or designee may establish standards for the design of the district and school publications in order to maintain a consistent identity, professional appearance and ease of use.

No personal information about students or their parents/guardians, including telephone numbers, home addresses or e-mail addresses shall be published on a district or school site. Student directory information shall not be published on school or district publications.

All publication of student pictures or works shall follow the guidelines included in this policy.

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District/School/Staff/Student Publications

Content (continued)

District and school publications 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, violating school rules or substantially disrupting the school's orderly operation.

The Superintendent or his/her designee shall develop and implement regulations which set forth that the District publications may only be used for educational and non-commercial purposes, and that the Board of Education has no responsibility or liability for any damages resulting from the use of the publications.

Existing regulation 6141.322 approved 5/21/19, should be codified as 6145.3. A CABE sample follows for comparison.

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District/School/Staff/Student Digital Publications – Regulations

All digitally published materials must have educational value, relate to curriculum and instruction, school-authorized activities and/or support the District's guidelines, goals and policies.

All work should be free of any spelling or grammatical errors.

Prohibited uses, include but are not limited to:

- Advertising for commercial purposes and/or products.
- Campaigning related to issues, individuals and/or groups.
- Documents that violate an individuals' right to privacy or access the materials, information or files of another individual or organization without permission.
- Documents containing objectionable material, point directly to objectionable material or violate District policy. Objectionable material may be determined on a case-by-case basis by the building administrator.
- Spreading computer viruses or deliberately attempting to vandalize, damage, disable or disrupt the property of the district, another individual, organization or the network or any effort to locate, receive, transmit, store or print files or messages that are profane, obscene, sexually explicit or use language that is offensive or degrading to others.
- Violating copyright laws.

The Woodbridge School District reserves the right to remove any digital publication that violates district policy.

All links to non-district publications must have educational value, relate to curriculum and instruction, school-authorized activities and/or support the District's guidelines, goals and policies.

Staff may not use district publications to provide access to their personal pages on other servers or online services.

The following language will be included on each school site:

The Woodbridge Board of Education maintains this site to provide relevant information concerning the Woodbridge Public Schools. The Woodbridge Board of Education is not liable for any direct, incidental, consequential, indirect or punitive damages arising out of access to or use of this site. The Woodbridge Board of Education also assumes no responsibility and shall not be held liable for any damages to or viruses that may infect computer equipment or other property as a result of using, browsing or downloading any materials, data, images or text from this site or any publications linked to this site.

Instruction

District/School/Staff/Student Digital Publications – Regulations (continued)

This site may provide links to other publications that may not be maintained by the Woodbridge Board of Education. The Woodbridge Board of Education does not make any warranty, express or implied, with respect to the use of the links provided or guarantee the accuracy, completeness, usefulness or adequacy of any resources, information, apparatus, product or process available at or from this site. Accordingly, the Woodbridge Board of Education is not responsible for the contents of any off-site pages or any other publications linked from this site. Linking to off-site pages or publications is at your own risk.

Copyright Guidelines

As an educational institution, we should be aware of the necessity of conforming to all laws, regardless of how they may be perceived on the Internet. The copyright law and the courts have provided exceptions to the rules that govern the behavior of teachers, students and schools. In general terms, teachers, students and schools are allowed to make “fair use” of materials for instructional purposes. “Fair use” has been interpreted to include those limited uses which are not likely to deprive a publisher or author from income.

“Fair use” of Internet resources by teachers, students, schools or district personnel should parallel the use of printed resources. Teachers and students might make limited use of some text and graphics within their own classrooms. They should not “publish” those same materials across other classrooms within the building by posting on any district site.

Teachers, students and district personnel may not make use of others’ materials (graphics, text, etc.) when creating digital publications unless they have requested and received formal written permission from the author. This includes downloading material from non-district publications. Unless there is a clear statement that art, photos and text are “public domain” or “royalty-free” and available for free.

Digital Publication of Student Pictures, Names, and Works

In order to share the accomplishments, awards, and happenings in our district, pictures or first names of students can be published on a district site, but not both picture and first name together.

Student works that do not include personally identifiable information or material of a personal nature may be published on a district site using the student’s first name only.

If a parent or guardian chooses to not have pictures, works and/or first names of their child appear on any district site, he or she should send a written request to the school principal.

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District/School/Staff/Student Publications

Digital Publication of Student Pictures, Names, and Works (continued)

If a teacher or the school believes that a student work including personally identifiable information or material of a personal nature should be published on a district site, the work may be published if a parent-signed release is obtained for the specific work.

No district employee may publish student pictures, names, or works on any non-district site without submitting to the principal explicit written permission from the child's parent. (*Reference Form*)

These regulations may be applied to other forms of publication on other forms of public media.

These regulations provide general guidelines but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the principal and/or designee.

All District publications on which student pictures, names, or works appear must include the following:

“The copyright of Student works and/or pictures accessible through this site is retained by the student. No student work or images including students may, in any form or by any means, be reproduced, reposted, redistributed, stored in a retrieval system or transmitted without prior written permission.”

Pictures, works, and first names of students in grades Pre-K to Grade 2 shall not be published on publicly accessible publications except with permission from the parent. These works, pictures and first names may be published on District publications accessible only to students, school personnel, and parents using the guidelines stated above.

Pictures, works, and first names of students in Grades 3 to 6 may be published on publicly accessible District publications using the guidelines stated above, unless parents have specifically requested otherwise.

A sample policy to consider.

Instruction

Publications

School-sponsored publications, productions, and websites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions, including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use of advertising regarding the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy, or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of students, or is materially disruptive of the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Legal Reference: *Eisner v. Stamford Board of Education*, 440 F. 2d 803 (2nd Cir 1971)
Trachtman v. Anker, 563 F. 2d 512 (2nd Cir. 1977) cert. denied, 435 U.S. 925 (1978)
District v. Ruhlmeir, 484 U.S. 260 *Hazelwood School*, 108 S Ct 562 (1988)
Bethel School District v. Fraser, 478 US 675 (1986)
Tinker v. DesMoines Independent Community Dist., 393 US 503, (1969)

Policy adopted:

cps 4/07

Sample regulation to consider.

Instruction

Student Publications

Purposes of Official Student Newspaper

1. To exist as an instructional device for the teaching of writing and other journalistic skills;
2. To provide a forum for opinions of students, school staff, and members of the community; and
3. To serve the entire school by reporting school activities.

Rights of Student Journalists

1. To print factual articles dealing with topics of interest to the student writers; and
2. To print, on the editorial page, opinions on any topic, whether school related or not, which students feel are of interest to themselves or to the readers.

Responsibilities of Student Journalists

1. To submit copy that conforms to good journalistic writing style;
2. To rewrite stories, as required by the journalism advisor, to improve journalistic structure, sentence structure, grammar, spelling and punctuation;
3. To check facts and verify quotes;
4. In the case of editorials on controversial issues, to provide space for rebuttals, in the same issue if possible, but otherwise no later than the following issue; and
5. Subject to the specific limitations in these guidelines, to determine the contents of official student newspapers.

Material Not Permitted in Official School Newspapers

1. Material which is libelous or which violates the rights of privacy;
2. Profanity, hereby defined as the language which would not be used in *The Hartford Courant* or *The New York Times*;
3. Material which criticizes or demeans any race, religion, sex or ethnic group;
4. Ads for cigarettes, liquor, or any other product not conducive to good health;
5. Any material, the publication of which would cause substantial disruption of the school. Substantial disruption is hereby defined as the threat of physical violence in the school or nearby community and/or the disruption of the school's educational program; and
6. Endorsements of political candidates or ballot measures, whether such endorsements are made via editorial, articles, letter or photograph cartoon. The newspaper may, however, publish "fact sheet" types of articles on candidates and ballot measures, provided such articles do not endorse any person or position, and provided equal space is provided for all candidates for a particular office or both sides of a ballot measure.

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Student Publications (continued)

Determination of Appropriateness

The newspaper advisor shall have the primary responsibility of reviewing each article prior to its publication to determine if it satisfies all the conditions of these guidelines. The school Principal or his/her designated representative other than the newspaper advisor may also review copy prior to its publication. However, such copy must be returned to the student editors within 72 hours after it is submitted for review. No copy may be censored except for reasons specifically listed in Board policy and these guidelines. Nothing in these guidelines is intended to allow censoring of any article merely because it is controversial or because it criticizes a particular school, a school procedure, or the school system itself.

Resolution of Differences

In the event of disagreement as to whether an article should be printed, each school shall have a Publications Board, which shall meet within 48 hours to submit its opinion. The Publications Board shall consist of the Principal or his/her designated representative; the journalism advisor; the editor-in-chief; representatives from the student government, the PTA/PTO and the advisory council; and other members as mutually agreed upon. If the Publications Board cannot solve the dispute, then an appeal shall be made to the Superintendent who shall seek advice from the Board's legal counsel in making his/her decision. The Superintendent shall act on the appeal within 48 hours.

Legal Reference: *Eisner v. Stamford Board of Education*, 440 F.2d 803 (2nd Cir 1971)

Trachtman v. Anker, 563 F.2d 518 (2nd Cir 1977), cert. denied, 354 U.S. 925 (1978)

Hazelwood School District v. Ruhlmeir, 484 U.S. 260, 108 S Ct 562 (1988)

Bethel School District v. Fraser, 478 US 675 (1986)

Tinker v. DesMoines Independent Community Dist., 393 US 503, (1969)

Regulation approved:

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