

ADMINISTRATIVE PROCEDURE

IFA(4)

INSTRUCTIONAL PROGRAM DISTRICT WEBSITE

FEBRUARY 4, 2004

(NOTE: ALL ROMAN NUMERALS AND LETTERS WILL BE ADJUSTED AS NEEDED
ONCE REVISIOS ARE FINALIZED.)

I. LIVONIA PUBLIC SCHOOLS' WEB PAGES

- A. All District-sponsored web pages will be published on, and restricted to, a server designated by the District.
- B. Livonia Public Schools will host a District website. Schools, departments, classes, and educational programs wishing to publish individual web pages ~~must~~ **may** have them hosted on a District-designated server. ~~School/District related groups are strongly encouraged to publish their pages on a District-designated server.~~
- C. Neither staff nor students may publish personal web pages hosted by Livonia Public Schools.
- D. ~~Web pages published by staff, students, and/or groups on servers outside the District may not be presented as a Livonia Public Schools Web page.~~
- E. A site created by staff, students, and/or school-related groups and placed outside the District server **but linked to our site must not include any symbol, logo, seal, or other information which identifies it as a school/District-sponsored site are required to be shared with school administration along with log-in credentials.**

~~II.~~ REQUIRED LINKS

- A. ~~All school Web pages will link to the District's official home page.~~
- B. ~~All Web pages of groups and individuals within a school will link to the school's home page.~~
- C. To provide a convenient form of communication, the District home page and each school web page will provide a Livonia Public Schools' email link to a designated contact person. It is recommended that the principal be the contact person in a school.

III. ADVERTISEMENTS

- A. Only advertising for programs and services offered by the school/District or fund-raisers for school activities is allowed and only with approval by the principal.
- B. Advertising for personal or commercial purposes is prohibited.

IV. STUDENT IMAGES AND WORK

The following restrictions are to protect the safety and privacy of students:

- ~~A. Photographs, video and audio clips of students, and student work in any format are prohibited without an authorization form. Individuals will be identified by first name only.~~
- ~~B. An authorization form signed upon entrance and/or transfer to Livonia Public Schools preschool, elementary, middle school, and high school programs by the student and parent/guardian must be on file before an image (photo or video), student work, and/or audio clip are included on a Web page.~~

Authorization to use photographs, video and audio clips of students, and student work in any format to post on a teacher, school or District website, using a student's first name only, is provided each year on the student's emergency card. Recognizing that some parents and guardians wish to restrict their student's name, image, or work from being used on the District website, we offer an opt-out form. This form is provided to parents at registration and is kept on file. Parents and guardians can change the restrictions at any time by coming to the school office and revising or rescinding the opt-out form.

~~V. ADULT IMAGES AND WORK~~

- ~~A. Photographs of staff and other adults will not be published without the express consent of the individual.~~
- ~~B. An authorization form signed by the individual will be on file before his/her work or photograph is used anywhere on a Web page hosted on a District server.~~

V. DISTRICT WEB SITE

- A. The website will be managed by the District's designee(s).
- B. The District reserves the right to monitor all web pages on District-designated servers and to revise and/or remove inappropriate content.

VI. DISTRICT LEVEL DEPARTMENTS

- ~~A. District level departments choosing to publish Web pages will establish a Web page committee.~~
- B. Before web pages are published, updated, or revised, the department's administrator is responsible for reviewing and approving the content and design. ~~according to District guidelines.~~
- C. Only designated persons will be authorized to access the District's web server to update a department's website.

VII. SCHOOL WEB PAGE COMMITTEE

- ~~A. Each school choosing to modify the standard school Web page will establish a Web page committee consisting of 3-6 members including the principal, staff members, students and/or community representatives.~~
- ~~B. Before Web pages are published, updated, or revised, the school principal is responsible for reviewing and approving the content and design according to these procedures and the District Web page editorial and design guidelines.~~

- C. Only designated persons will be authorized to access the District's web server to update a school's website.
- D. A school's website includes web pages published by teachers, classes, departments, and other approved school-related groups.

VIII. APPROVED SCHOOL-RELATED GROUPS

Web pages of approved school-related groups hosted on a District-designated server are subject to the same policies, procedures, and guidelines as all other school/District web pages.

IX. CONTENT

- A. All pages must conform to the student and staff LivNet access policies and all other Livonia Public Schools' policies, and they must adhere to copyright laws.
- B. All content must relate to curriculum and instruction, school authorized activities, or information about the school/District.
- C. Student work may be published anonymously or identified by first name only. ~~with the permission (signed authorization form) of the student and parent/guardian.~~
- D. No personal information about a student is permitted. Examples include: home telephone numbers, home addresses, email addresses, passwords, parental information, credit card numbers, or any information that could be useful in locating a student.
- E. No personal information about an employee is permitted. ~~Examples include: home telephone number, home address, home email address, credit card numbers, or any information that could be used to locate the staff member outside the workplace.~~
- F. Newsletters, and other electronic communications (i.e. blogs) published on a school/District website are subject to the same restrictions as other information included on a website.
- G. ~~A signed authorization form must be on file for each person included in a photograph, video and audio clip used anywhere on the District's Web site. Students will be identified by first name only.~~
- H. Links to any website outside the District must support curriculum objectives or be of informational value to our educational community.
- I. ~~Any Web page containing links to external sites must have a statement disclaiming liability as to its contents.~~
- J. School and District web pages should be reviewed regularly and kept current.
- K. School and District web pages should be edited for spelling and grammatical errors before they are published.

X. WEBSITE ACCESSIBILITY

- A. Web pages will conform to industry standards for Americans with Disabilities Act (ADA) compliance.
- B. Building administrators and staff who update or post to the website must have access to ADA compliance training materials.