

DISTRICT WEB SITE

The Board of Education authorizes the creation of web sites by staff members of Geneva School District to be published on the District's web server using the Geneva 304 domain. **The creation of web sites by students must be done under the supervision of a professional staff member.** These web sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and requires prior approval of the Superintendent or designee.

The purpose of such web sites is to educate, inform, and communicate. The following criteria should be used to guide the development of such web sites:

A. Educate

Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and the Board of Education Purpose, Goals and Administrative Action Plans.

B. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may provide an avenue to communicate with the community.

The information contained on the web site should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes information relating to a student, the District will abide by the provisions of Policy 8330: Student Records.

Photographs or video of students are permitted on District and School level web sites provided that the District has not received official notification from the student's parent/guardian that prohibits such disclosure (as stated in Policy 8330: Student Records.)

Photographs or video of staff members are permitted on District and School level web sites provided the employee has not submitted to District administration a written statement to the contrary.

Teacher-created websites are regulated by specific administrative guidelines which include restrictions regarding student-related files, information, and images and other multimedia content.

All links included on the pages of the District's web site must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act).

Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual.

Pages within the District's web site should reflect an understanding that both internal and external audiences will be viewing the information.

District and School web sites must be located on District-affiliated or District-approved servers.

The Board retains all proprietary rights related to the design of web sites and/or pages that are hosted on the District's servers, absent written agreement to the contrary.

In accordance with State Law, the District Web Site will contain the current District annual budget, including receipts and expenditures, and a link to a current list of all unfilled teaching positions.

The Superintendent **or designee** shall prepare administrative guidelines that define and enforce the standards permissible for web site use and maintain District compliance with State and Federal Law.

105 ILCS 5/17-1.2, 105 ILCS 5/34-18.22

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Revised 8/12/2013
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