

# ADMINISTRATIVE PROCEDURE

IFA(4)

## INSTRUCTIONAL PROGRAM DISTRICT WEBSITE

NOVEMBER 12, 2018  
October 14, 2024

### 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 may have them hosted on a District-designated server.
- C. Neither staff nor students may publish personal web pages hosted by Livonia Public Schools.
- D. Sites created by staff, students, and/or school-related groups and placed outside the District server but linked to our site are required to be shared with school administration along with log-in credentials.
- E. 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.

### II. ADVERTISEMENTS

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

### III. STUDENT IMAGES AND WORK

- A. Authorization to use photographs, video clips, 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 **in the electronic back to school packet.** ~~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 in the yearly back to school electronic packet.** 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.

### IV. DISTRICT WEBSITE

- 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.

**V. DISTRICT LEVEL DEPARTMENTS**

- A. Before web pages are published, updated, or revised, the department's administrator is responsible for reviewing and approving the content and design.
- B. Only designated persons will be authorized to access the District's web server to update a department's website.

**VI. SCHOOL WEB PAGE COMMITTEE**

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

**VII. APPROVED SCHOOL-RELATED GROUPS**

- A. 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.

**VIII. 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.
- 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.
- 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. Links to any website outside the District must support curriculum objectives or be of informational value to our educational community.
- H. School and District web pages should be reviewed regularly and kept current.
- I. School and District web pages should be edited for spelling and grammatical errors before they are published.

**IX. 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.