

WEB PUBLISHING

The Plainville Public School website is a central point of location and resource to obtain school information. It is also a means of communication between the school district and students, parents and community members. When creating school webpages, staff members must publish materials that are of educational value and support the school district goals, guideline, mission statement and policies. Material appropriate for web publishing includes school related information such as agendas, policies, appropriate administrative procedures, activities/services, schools, teachers/classes, and student projects. Anything that conflicts with the educational mission of the district is prohibited. Staff members are expected to follow the guidelines provided below:

- **Web Content**—All web content including external links to other websites must be current, appropriate, accurate, and complete and is overseen by the Technology Administrator in the school district. Posting commercial advertising, marketing or personal web pages are prohibited. Teacher web pages will be deleted when a teacher retires or leaves the district.
- **Protect Privacy**—At no time shall any student's personal information such as home address, phone number or e-mail address appear on the school district website. No name will be associated with students' photographs, videos, audio files or students' class projects for web publishing. Additionally, no staff members' home telephone numbers, home addresses, photographs, videos or audio files will be posted on any school webpage without their consent.
- **Student Safety**—A stranger should never be able to connect a student's name with his/her face. To be in **compliance** with COPPA (Children's Online Privacy and Protection Act), photographs, videos, and/or audio captured of students in activities and events, and/or student projects will not be posted to the school district website site without parental permission. (A web publishing permission form needs to be signed by the parents).
- **Ownership and Retention** - All school district web pages are the property of the Plainville Public Schools. Web pages will be deleted when a staff member leaves the district.
- **Copyright Laws**—Anyone wishing to use the materials on the Plainville Public School website or any other website is under obligation to obtain permission of the Technology Administrator or the owner who created the materials in order to adhere to all copyright laws.
- **Content Monitoring/Auditing**— Web pages should be regularly monitored for appropriateness, quality, and educational value. All external links must be in support of education and educational resources consistent with the direct mission, goals, and objectives of the district.