

# **FOLSOM-CORDOVA UNIFIED SCHOOL DISTRICT**

## **Community Relations**

AR 1113(a)

### **DISTRICT AND SCHOOL WEB SITES**

#### **Content**

District and school web sites shall provide current and useful information regarding district programs, activities and operations. Such information shall be appropriate for both internal and external audiences.

The content of web sites may include, but not be limited to, district or school news, district mission and goals, agendas and minutes of Governing Board meetings, policy information, messages from the Board or administrators, information about curriculum and instruction, school calendars, student projects, school clubs and activities, lunch menus, transportation schedules, school map, school handbook, parent conferences, educational resources, links to other educational sites and contacts for further information.

The Superintendent or designee shall make the information contained in the School Accountability Report Card accessible on the Internet and shall ensure that such information is updated annually. (Education Code 35258)

*(cf. 0510 - School Accountability Report Card)*

Student work may be published on a web site provided that neither the student's full name nor other personally identifiable information is used. Student work with the student's full name may be published if the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a newspaper or school newsletter.

Students, staff or other individuals may not use district or school web sites to provide access to their personal web pages or online services.

If any copyrighted material is posted on a district or school web site, the web site shall include a notice crediting the original producer of the material and noting how and when permission to reprint the material was granted.

*(cf. 6162.6 - Use of Copyrighted Materials)*

#### **Roles and Responsibilities**

District employees shall be responsible for ensuring that any content published on any district or school-related website, whether personally authored or submitted on behalf of another, conforms to all district policies, guidelines and regulations. Questions about compliance or appropriateness of content or services shall be referred to the Superintendent or designee, who will determine appropriateness for publication.

**DISTRICT AND SCHOOL WEB SITES** (continued)

**Security**

The web site host computer(s) shall have security procedures that prohibit unauthorized persons from accessing system-level controls or making changes to web site content. To the extent possible, any host computer(s) shall be in a lockable room with restricted access.

Approved: January 28, 2010