

District Policy & Regulations

BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

PROPERTY
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CREATION AND MAINTENANCE OF INTERNET WEB PAGES

The Internet is a valuable learning tool for students and employees and offers another communications vehicle for informing the public about school programs and activities. In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation of school and/or District web pages on the Internet.

The Superintendent shall designate an individual(s) to be responsible for maintaining the official District web site and monitoring all District web page activity (hereinafter referred to as web page manager(s)). The building principal shall make such designation for a school's web site.

Only those web pages specifically approved by the web page managers and maintained in accordance with Board policy and established procedures shall be uploaded to the district's public web server and recognized as official representations of the District or individual schools.

Information may only be placed on official District and/or school web pages if it meets the following general requirements:

- ❖ The information has been carefully reviewed and approved by the web page manager(s).
- ❖ The information is an accurate and factual representation of official school and/or Board policies, programs and positions. No personal, non-education-related materials may be placed on official District and/or school web pages.
- ❖ The information does not contain any confidential material or other material in violation of laws, regulations or established Board policies. Copyrighted material may not be used without appropriate permission.
- ❖ The information is written so that it can be clearly understood and meets proper standards of grammar, spelling, punctuation, etc. The information is also made available to the public in other formats such as newsletters and news releases.

The web page manager(s) shall be responsible for web page design, style, and content. Safeguards shall be put in place as necessary to provide for compliance with this policy, to protect the integrity of the information on the web pages, and to protect school District equipment.

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