

**DISTRICT AND SCHOOL WEB SITES**

To enhance communication with students, parents/guardians, staff, and community members, the Board of Trustees encourages the Superintendent/Principal or designee to develop and maintain district and school web sites. The use of district and school web sites shall support the district's vision and goals and shall be coordinated with other district communications strategies.

*(cf. 0000 - Vision)*

*(cf. 0440 - District Technology Plan)*

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 6020 - Parent Involvement)*

**Design Standards**

The Superintendent/Principal or designee shall establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

The district's design standards shall address the accessibility of district and school web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

**Web Site Content**

The Superintendent/Principal or designee shall develop content guidelines for district and school web sites and assign staff to review and approve content prior to posting.

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school web sites.

*(cf. 1325 - Advertising and Promotion)*

**Privacy Rights**

The Superintendent/Principal or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school web sites.

*(cf. 1340 - Access to District Records)*

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 5022 - Student and Family Privacy Rights)*

*(cf. 5125 - Student Records)*

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

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school web sites.

*(cf. 5125.1 - Release of Directory Information)*

The district regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with his/her name, may be published on district or school web sites unless the student's parent/guardian has notified the district in writing to not release the student's photograph without prior written consent, in accordance with BP/AR 5125.1 - Release of Directory Information.

If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district web sites.

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school web sites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school web sites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

No public safety official shall be required to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

*(cf. 3515.3 - District Police/Security Department)*

*Legal Reference: (see next page)*

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

### *Legal Reference:*

#### EDUCATION CODE

35182.5 *Contracts for advertising*  
35258 *Internet access to school accountability report cards*  
48907 *Exercise of free expression; rules and regulations*  
48950 *Speech and other communication*  
49061 *Definitions, directory information*  
49073 *Release of directory information*  
60048 *Commercial brand names, contracts or logos*

#### BUSINESS AND PROFESSIONS CODE

22580-22582 *Digital privacy*  
22584-22585 *Student Online Personal Information Protection Act*  
22586 *Preschool and prekindergarten privacy*

#### GOVERNMENT CODE

3307.5 *Publishing identity of public safety officers*  
6254.21 *Publishing addresses and telephone numbers of officials*  
6254.24 *Definition of public safety official*  
11135 *Nondiscrimination; accessibility to state web sites*

#### PENAL CODE

14029.5 *Prohibition against publishing personal information of person in witness protection program*

#### UNITED STATES CODE, TITLE 17

101-122 *Subject matter and scope of copyright*  
504 *Penalties for copyright infringement*

#### UNITED STATES CODE, TITLE 20

1232g *Federal Family Educational Rights and Privacy Act*

#### UNITED STATES CODE, TITLE 29

705 *Definitions; Vocational Rehabilitation Act*  
794 *Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites*

#### UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

#### CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 *Children's Online Privacy*

#### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 *Family Educational Rights and Privacy*  
104.1-104.61 *Nondiscrimination on the basis of disability*

#### COURT DECISIONS

*City of San Jose v. Superior Court*, (2017) 2 Cal.5th 608  
*Aaris v. Las Virgenes Unified School District*, (1998) 64 Cal.App.4th 1112

*Management Resources: (see next page)*

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

### *Management Resources:*

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter, May 26, 2011

Joint Dear Colleague Letter: Electronic Book Readers, June 2010

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Web Accessibility Standards:

<http://www.cde.ca.gov/re/di/ws/webaccessstds.asp>

California School Public Relations Association: <http://www.calspra.org>

U.S. Department of Education, Office for Civil Rights: <https://www2.ed.gov/about/offices/list/ocr>

U.S. Department of Justice, Americans with Disabilities Act: <http://www.ada.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>