

REVISED POLICY, VOL. 27, NO. 1

CORPORATION CAREER CENTER WEB PAGE

The ~~School-Governing~~ Board authorizes the creation of ~~web-sites~~ websites by ~~third parties~~, employees and students of the School Corporation Career Center to be published on the World Wide Web. The creation of ~~web-sites~~ websites by students must be done under the supervision of a professional staff member. **Further, student-created websites are subject to Policy 5722 - School-Sponsored Student Publications and Productions.**

~~These~~ **All ~~web-sites~~ websites created by third parties, employees, and/or students** must reflect the professional image of the Corporation Career Center, its employees, and students. **The content of all pages must be consistent with the School Corporation Career Center's Mission Statement and is subject to prior approval of the Superintendent/Executive Director.**

The purpose of such ~~web-sites~~ websites is to educate, inform, and communicate. The following criteria should be used to guide the development of such ~~web-sites~~ websites:

A. **Educate**

Content provided in the ~~web-site~~ website should be suitable for and usable by students and teachers to support the curriculum and School Corporation Career Center's Objectives as listed in the Corporation Career Center's Strategic Plan.

B. **Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. **Communicate**

Content may provide an avenue to communicate with the community.

The information contained on the ~~web-site~~ website should reflect and support the Corporation Career Center's Mission Statement, Educational Philosophy, and the Academic Improvement Process.

When the content includes a photograph or information relating to a student, including Corporation Career Center-issued email accounts, the Corporation Career Center will abide by the provisions of Policy 8330 - Student Records.

All links included on the pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act, Children's Online Privacy Protection Act, ADA). Nothing in this paragraph shall prevent the Corporation Career Center from linking the Corporation Career Center's website to 1) recognized news/media outlets (e.g., local newspapers' websites, local television stations websites) or 2) to websites that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party websites may contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is a ~~web site~~ website to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual employee or student.

- [X] Under no circumstances is a staff member-created web page/site, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. The Board maintains its own website (e.g., \_\_\_\_\_ [Skyward]) that employees are required to use for the purpose of conveying information to students and/or parents.
- [X] Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook or MySpace pages) to check grades, obtain class assignments and/or class-related materials, and or to turn in assignments.
- [X] If a staff member creates a website related to his/her class, it must be hosted on the Corporation Career Center's server.

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[X] Unless the web page/site contains student personally identifiable information, Corporation Career Center websites that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the sites created pursuant to this policy.

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Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School ~~web sites~~ websites must be located on Corporation Career Center affiliated servers.

The Superintendent Executive Director shall prepare administrative guidelines defining the standards permissible for web-site use.

The Corporation Career Center retains all proprietary rights related to the design of ~~web sites~~ websites and/or pages that are hosted on the Corporation Career Center's servers, absent written agreement to the contrary.

Students who want their class work or information regarding their athletic endeavors, if applicable, to be displayed on the Board's Corporation Career Center's ~~web site~~ website must have written parent permission and expressly license ~~its~~ display and any related photographs without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Corporation Career Center's ~~web site~~ website.

P.L. 106-554, Children's Internet Protection Act  
15 U.S.C. 6501 et seq., Children's Online Privacy Protection Act  
20 U.S.C. 6777, 9134  
47 U.S.C. 254, Communications Act of 1934, as amended  
34 C.F.R. Part 99, Family Educational Rights and Privacy Act  
47 C.F.R. 54.520, Children's Internet Protection Act