

Website/Pages

The Board of Education encourages the school to create and maintain a website for educational purposes. A website is an avenue for educating, providing information, communicating and expressing creativity. The school website shall be used to share information about school curriculum and instruction, school-authorized activities, and other information relating to the school and its mission. The website shall also provide instructional resources for staff and students.

Materials displayed on the website should be professional quality and consistent with the mission of the school. Websites shall follow standards for ethical behavior in regard to information and technology by showing respect for the principles of intellectual freedom, intellectual property rights, and the responsible use of information and technology. Pages shall reflect an understanding that both internal and external audiences will be viewing the information.

Any pages or links representing the school shall follow guidelines and responsibilities pertaining to content standards, student records, copyright, and technical standards, which are contained in the administrative regulations that accompany this policy.

(cf. 5125 Student Records)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15(b) Access of parents or guardians to student's records.

10-209 Records not to be public.

11-8(a) Retention, destruction and transfer of documents.

11-8(b) Transfer or disposal of public records. State Library Board to adopt regulations.

46(b)-56(e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et.seq.

Adopted: December 8, 2011

Revised: April 20, 2021

NORTH CANAAN BOARD OF EDUCATION

North Canaan, Connecticut

Website/Pages

North Canaan Elementary School Website

Subject matter- All subject matter, including teacher web pages on the school's web pages, and their links must relate to curriculum and instruction, school-authorized activities, or information about the school or its mission. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. Students, staff, or other individuals may not use the district's web pages to provide access to their personal pages on other servers or online services.

Quality- Every effort will be made to ensure that all work is free of any spelling or grammatical errors. Documents may not contain objectionable material or point directly to objectionable material. Objectionable material is determined on a case-by-case basis. The judgment of the classroom teachers, instructional technology teacher and, ultimately, the principal will prevail.

Student Safeguards- Student work samples shall include only the first name of the student. Pictures shall not include student names (first or last.) Documents shall not include a student's home phone number, e-mail address, or the names of other family members or friends. Students' last names shall not be used on web pages. Student work or pictures of students shall not be published without permission of the parent or guardian.

Technical Standards

Each web page author is responsible for editing the final web page, testing the document for accurate links, and ensuring the page meets the aforementioned subject matter, quality, and student safeguards. In addition, the authors will assume responsibility for updating the information as needed.

Revision Guidelines

These guidelines will be evaluated and updated as needed in response to the changing nature of technology and its applications in its district.

Copyright Issues

As an educational institution, we should be aware of the necessity of conforming to all copyright laws. The copyright law and the courts have provided exceptions to the rules that govern the behavior of teachers, students, and schools. In general terms, teachers, students and schools are allowed to make "fair use" of materials for instructional purposes. "Fair use" has been interpreted to include those limited uses that are not likely to deprive a publisher or an author of income.

"Fair use" of Internet resources by teachers, students, schools or district personnel should parallel the use of printed resources. Teachers and students might make limited use of some text and graphics within their own classrooms. They should not "publish" those same materials across other classrooms within the building by posting on a local area network (LAN) or across other classrooms in other buildings on a wide area network (WAN) or the Internet..

Teachers and students might make rather liberal use of information, text and graphics so long as their resulting works remain within the classroom setting. The moment the works move out of the classroom, they may fall under a "public performance" clause of the copyright law, which imposes much greater restrictions and fees.

Neither teachers, students, nor school personnel may safely make use of other's materials (graphics, text, etc.) when they publish on the web unless they have requested and received formal permission to do so. This would include downloading another website's material to the school server, which should only be done after obtaining written permission from the author of the desired site.

To avoid problems with what to use or not use, the following statement should be our guide. ***Unless there is a clear statement that art, photos, and text are "public domain" and available for free use one should assume that they are copyrighted.*** This material should not be used for republication on a local area network, a wide area network or a website unless permission is granted from the owner.

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