

# Policy

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## Board of Education Randolph

No. 244 Programs

### District Website Safeguards for Students and Staff

The District recognizes the value of providing opportunities for students and staff to publish information on building level web pages and the District Website. The online publication of student and staff activities and programs, student and staff original work, staff contact information and the use of web pages and the district website to recognize student and staff accomplishments presents unique challenges for safeguards for protecting the privacy of individuals. The district has established and implemented safeguards for the publication of online information regarding students and staff. These safeguards will be subject to annual review by the administration and the Board of Education. At the beginning of each school year building principals will review this policy and the website safeguards with all staff.

Rules for safeguarding online publications will include, but not be limited to, the following:

1. Student phone numbers, addresses, names of family members and names of friends may not be included in online publications.
2. The specific physical location of a student at a given time may not be included in online publications. Only attendance at a particular school, classroom or school related activity is permitted.
3. Written permission from the parents/legal guardians and student(s) will be obtained for any publication of a student's photograph in online publications.
4. Staff members who do not want their photographs or contact information published online should inform their building administrator in writing.

Rules for safeguarding the online publication of photographs of students and original student work at the elementary schools will include but not be limited to the following:

1. A standard written permission release will be sent to parents/legal guardians of elementary students at the beginning of the school year. The release will grant permission for the students' group photo and creative work to be published online as part of an educational or school site activity.
2. Only group (small or large) photographs will be published online unless specific written permission has been obtained from the parents/legal guardians and student(s).
3. Students' original work will be published online with only their initials as acknowledgement unless special written permission to use the first name and/or last name has been obtained from the parents/legal guardians and student(s).

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**Rules for safeguarding the online publication of photographs of students and original student work at the middle and high schools will include but not be limited to the following:**

1. Students at the middle and high schools may be identified in online publications by the use of first name and/or last name with prior written permission from the student and parents/legal guardians.
2. Photographs of individual students at the middle and high schools may be published online. Prior written permission is required from the student in the photograph and the parents/legal guardians.
3. Students' original work at the middle and high schools may be published online with the first name and/or last name as acknowledgement. Prior written permission is required from the student and parents/legal guardian.

DATE ADOPTED: April 18, 2000

DATE REVISED: