

WEB PAGE PUBLISHING

Content Restrictions

Principals may not publish personal information about students (including personal addresses and phone numbers). Student photographs and names may be published with a signed release, but must not reference personal information and e-mail addresses.

1. Publication Consent:
 - 1.1 Full informed consent from a parent is required when a student's name is referenced on the District or a school web page.
 - 1.2 Full informed consent from a parent is required before student work is posted on District or school web pages; when student work is posted, authorship must be acknowledged.
 - 1.3 Full informed consent from a parent is required to use an identifiable photograph of a student.
 - 1.4 To prevent harassment and protect the privacy of students, no personal information beyond the student name may be disclosed on the school or department web page (e.g., address, phone number, etc.) that would further identify a student.
 - 1.5 The District or a school may publish employee names and District e-mail addresses.
 - 1.6 To prevent harassment and protect the privacy of employees, the only information about employees that will be disclosed without the specific consent from the employee will be business contact information (name, position and District email, or other approved contact information).
 - 1.7 Through the Principal or Supervisor, staff may request removal of their name or email from District web pages for extenuating circumstances.
 - 1.8 Employee photographs may be used when their full-informed written consent has been obtained.
2. Content
 - 2.1 No works (text or graphic, video, audio or multimedia elements) may be posted to the website unless the District has copyright (e.g., materials produced by employees) or an authorizing license or permission.
 - 2.2 Each school's main web page must contain an official District logo; the District logo may not be altered in any way and must have separate status by being placed in a corner unoccupied by any other graphic or portion of text.
 - 2.3 School web pages shall be hosted on district servers unless approved by the District Principal of Instruction and Technology Services.
 - 2.4 Principals are responsible for:
 - 2.4.1 Approving the content of their school-based and class-based Web pages.

- 2.4.2 Ensuring that no inappropriate language nor objectionable content appears on the School or class Web page.
 - 2.4.3 Gathering signed student and employee Web Publishing permission forms (Form 146-1).
 - 2.4.4 Reviewing any proposed school home pages under development.
 - 2.4.5 Supervising students assigned to publish School or class web pages.
 - 2.4.6 Ensuring that all links to other web pages are reliable and not linked to objectionable or inappropriate sites.
 - 2.4.7 Security of access to school or department directories on District Web Servers.
 - 2.4.8 Maintaining, updating and removing pages.
 - 2.4.9 Working with the school community to update and revise posted information
- 2.5 The District Principal of Instruction and Technology Services is responsible for:
- 2.5.1 Maintaining the District Web server.
 - 2.5.2 Monitoring content for FOIPPA and copyright compliance.
 - 2.5.3 Providing inservice to support web page design.
- 2.6 The Communications Manager is responsible for:
- 2.6.1 Providing inservice to support web page design.
 - 2.6.2 Ensuring that all web pages comply with school district branding guidelines.

Reference: Sections 8, 17, 20, 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
School Regulation 265/89
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act

Adopted: September 21, 2005
Amended: September 1, 2018