



RIALTO UNIFIED SCHOOL DISTRICT

Community Relations

AR 1113(a)

DISTRICT AND SCHOOL WEB SITES

Guidelines for Content

District and school web sites shall provide current and useful information regarding District/school programs, activities and operations. Such information shall be appropriate for both internal and external audiences and may include District mission and goals, District or school news, agendas and minutes of Board of Education meetings, School Accountability Report Cards, school calendars, District approved social media, and link to educational resources.

(cf. 0440 - District Technology Plan)
(cf. 0510 - School Accountability Report Card)
(cf. 1100 - Communication with the Public)
(cf. 9322 – Agenda/Meeting Materials)

With approval of the principal, individual teachers may create web pages linked to the District or school web site to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on District or school web sites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of materials on District or school web sites. If any copyrighted material is posted, a notice shall be included crediting the original producer of the material and noting how and when permission to reprint the material was granted.

(cf. 4132/4232/4332 - Publication or Creation of Materials)
(cf. 6162.6 - Use of Copyrighted Materials)

Whenever a District or school web site includes links to external web sites, it shall include a disclaimer that the District is not responsible for the content of external web sites.

MEDIA RELATIONS (continued)

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, district and school web sites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations. The Superintendent or designee shall regularly review district and school web sites and modify them as needed to ensure legal compliance with accessibility standards.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

Roles and Responsibilities

Any employee assigned as a District or school webmaster shall be responsible for the uploading of material to the web site(s) upon approval of the Superintendent or designee. He/she shall insure consistency of the material with District standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct an editorial review of all material submitted for publication on District or school web sites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to District content guidelines, design standards, and accessibility laws and standards to District communications and technology staff, District and school webmasters, and/or other appropriate staff.

(cf. 4131/4231/4331 - Staff Development)

Security

The Superintendent or designee shall establish security procedures for the District’s computer network to prevent unauthorized access and changes to District and school web sites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

Regulation
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RIALTO UNIFIED SCHOOL DISTRICT
Rialto, California