

PRINCIPLES AND PROCEDURES
WEBSITE POLICY IJNDC

A. DEFINITIONS/ADMINISTRATIVE AUTHORITY/LINKS

1. The website administrator for the District shall be the Director of Technology, functioning as the website administrator on behalf of the Superintendent.
2. A building website administrator shall be the person or persons within a given school building to be determined by the District Website Administrator who shall be responsible for the administration of that school's section of the website. If the size of the website associated with a given building necessitates multiple building website administrators, that site will be logically subdivided among the multiple website administrators by the District Website Administrator.
3. The decision path for approval of the website content is as follows: department supervisor, building assistant principal and/or building principal, District Website Administrator.
4. The decision path for approval of links specified by teachers shall be the same as that for website content.
5. Final approval of link requests by outside groups will be at the sole discretion of the Superintendent.
6. The public side of the website is defined as any part of the District's website which can be accessed without the use of a user id and associated password.
7. The private side of the website is defined as those pages which can only be accessed with a user id and password, and include but are not limited to: the Dashboard and the District's Intranet.

8. Explicit notification will take place when leaving the District website to go to a “link”.
9. An “approved user” is one who uses the website at work to complete work essential to the functioning of the school district.
10. "Content" is defined as all files, pages, data, works, information and/or materials including, without limitation, images, photographs, illustrations, graphics, audio clips, video clips, e-mail or other messages, metatags, domain names, software and text.
11. These Principles and Procedures are in addition to, and not in lieu of, any other policies, principles and procedures or other District rules concerning use of the District’s network, computer systems or the internet,

B. CONTENT

1. The District shall regulate the technical standards of the website.
2. Every effort must be made to assure “error free” content including accuracy of content.
3. A staff member who creates content on the website shall edit and review content for conformance with technical standards and test the accuracy of links prior to submitting content for approval and/ or publishing content on the website.
4. All content on the website is to be kept accurate and up-to-date.
5. All website interactions will be courteous.
6. Only the human resources department will be permitted to post employment opportunities.
7. No advertisement shall appear on the website. (i.e. SAT prep course, financial planning, organizations.)
8. The content of the District’s website shall be continuously monitored by the appropriate building website administrators and District Website Administrator.

9. The District reserves the right to create, revise or delete any content on the website and/or any links without notice.

C. MANAGEMENT & MAINTENANCE OF EMAIL ACCOUNTS

1. The District's website and email system may be used only in support of education and research consistent with the educational objectives of the District.
2. No personal use of the district email accounts will be permitted.
3. A staff directory will be developed alphabetically, updated regularly, and available on the private side of the website.
4. Only employees actively at work will be entitled to the use of district email. Any exemption to this procedure will be approved by the website administrator.
5. The Website Administrator will manage all email accounts.
8. The District reserves the right to access files and email.
9. The District reserves the right to review, monitor, record or log network use.

D. CONFIDENTIALITY

1. Photos of individual students and student work will be permitted on the website with parent permission.
2. Group pictures without names will be allowed on the website.
3. Documents may not include a student's email address, phone number, mailing address, names of other family members, or names of friends.
4. There is no expectation of privacy when using the district email system.