

## **AR 1113 District, School and Teacher Web Sites**

### **Web Site Content**

District and school web sites shall provide current 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 Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources.

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, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for web site accessibility. The Superintendent or designee shall regularly review district and school web sites and modify them as needed to ensure legal compliance with accessibility standards.

In an effort to promote effective home-school communication, classroom teachers in the Etiwanda School District are expected to establish and maintain a current teacher website. Individual teachers or grade levels or departments with principal approval shall establish and maintain web pages linked to the school web site to provide information pertaining to class assignments, expectations, and activities.

### **Required Elements:**

1. List of homework assignments (summary descriptions updated daily or weekly based on how homework is assigned).
2. Contact information (indicating preferred methods for parent/guardian to contact the teacher).
3. Announcements/Upcoming Events (weekly or monthly).

### **Optional Elements:**

Other commonly used pages or information may be included on teacher web pages. The following are examples:

#### **Information Page:**

Wish/Supply Lists

About the Teacher

Web links

#### **Updated:**

Yearly or by Trimester

Yearly or by Trimester

Yearly or by Trimester

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, school and teacher 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.

## **AR 1113 District, School and Teacher Web Sites (continued)**

Whenever a district, school or teacher 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.

Links placed on district, school, teacher web sites, and district authorized social media platforms shall conform to the following:

1. The district, school, teacher's web page, or district authorized social media platforms are a district publication. Each of these sites is, and is intended to be, a closed forum.
2. The district, school, teacher's web page, or district authorized social media platforms were created for the express purpose of disseminating educational and administrative information. The district maintains full authority to regulate and limit access and content.
3. The purposes of the district, school, teacher's web page, or district authorized social media platforms are to enhance the educational process and promote the educational mission of the district.
4. The district reserves the district, school, teacher's web page and district authorized social media platforms for legitimate educational purposes only.
5. As the district, school, teacher's web page and district authorized social media platforms are a closed forum, the district reserves the right to regulate the content of the items posted in keeping with its educational purpose.
6. Students, parents and unauthorized district employees may not post items on the district, school, or teacher's web page. The district does not authorize access for students to post items on district, school, or teacher websites. Likewise, the general public may not post items on the district, school, or teacher's web page.
7. Posting to district authorized social media platforms is subject to the guidelines in board policy and administrative regulation 1114-Social Media. Public posting to district authorized social media platforms shall be monitored for appropriateness. Public postings may be removed and documented according to board policy and administrative regulation 1114-Social Media if they do not conform to the Etiwanda School District educational content and purpose.
8. Items pertaining to courses, school or district functions, or related activities may be submitted to the designated administrator who will determine whether and in what format to.
9. Include such items on the district, school, teacher's web page, or district authorized social media platforms, according to adopted standards.

### **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 ensure consistency of the material with district standards, monitor and ensure 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 materials submitted for publication on district or school web sites and to make corrections as needed in spelling, grammar, or accuracy of content.

## **AR 1113 District, School and Teacher Web Sites (continued)**

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.

### **Website Accessibility**

In developing and maintaining district, school and teacher websites and any official websites and any official web presence, the district is committed to compliance with the provisions of Title II of the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973. The goal of such compliance is to ensure students, parents and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any district programs, services, and activities delivered online.

All existing web content produced by the district, schools or district teachers, and new, updated and existing web content provided by third-party developers, will conform to the World Wide Web Consortium (WC3) Web Accessibility Initiative's (WAI) Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents.

A Content Management System (CMS) will be used to monitor WCAG 2.0 compliance. Any content not converted to the CMS will be reviewed semiannually by the district Systems Analyst/Programmers. Any non-conforming web pages will be corrected in a timely manner. If the content of a web page cannot be made compliant with reasonable effort, the inaccessible content will be removed.

The district will publish on the district main web page a notice to persons with disabilities regarding how to request access to on-line information or functionality that is currently inaccessible, and information instructing people how to file a complaint with the District.

### **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.

#### **Board Approved:**

February 28, 2019

February 8, 2018

December 11, 2014

June 27, 2013

September 15, 2011

March 25, 2004

Effective Date: July 1, 2004