

**Website**

To enhance communication with students, parents/guardians, staff, districts, and community members, the Solano County Office of Education (SCOE) encourages the development and ongoing maintenance of a SCOE website. The website shall be aligned with SCOE's vision, mission, goals, and plans for communications and media relations.

The County Superintendent or designee may establish design standards for its website in order to maintain a consistent identity, professional appearance, and ease of use.

**Content**

The Superintendent or designee shall develop content guidelines for its website. These guidelines shall be consistent with law, policy, and administrative regulation.

SCOE's website shall provide current and useful information regarding its programs, activities, and operations. Such information shall be appropriate for both internal and external audiences.

The website content may include, but not be limited to: program, district, or school news; SCOE's mission and goals; agendas of County Board of Education meetings; parent or employee handbooks; current information contained in the School Accountability Report Card (SARC); educational resources; links to other educational websites; and SCOE contact information.

Student work may be published on SCOE's website 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 newspaper or newsletter.

Students, staff, or other individuals may not use SCOE's website to provide access to their personal web pages or online services.

SCOE's website shall not include content that is obscene, libelous, or slanderous, or which creates a clear and present danger of inciting students to commit unlawful acts, violate school rules, or substantially disrupt orderly operations.

The Superintendent or designee should ensure that copyright laws are not violated in the use of material on its website. If any copyrighted material is posted on the website, the website shall include a notice crediting the original producer of the material and noting how and when permission to reprint the material was granted.

No SCOE employee, teacher, or student shall create a publicly-accessible web page that appears or claims to be authorized by a representative of SCOE without the express permission of the County Superintendent or designee.

No SCOE employee, teacher, or student may establish a file or web-server on SCOE's network without the supervision and authorization of the webmaster.

Any links to external websites shall support the educational mission and include a disclaimer that SCOE is not responsible for the content of external websites.

SCOE shall not accept advertising of commercial products and services on its website.

**Security**

The website host computer shall have security procedures that prohibit unauthorized persons from accessing system-level controls or making changes to website content. To the extent possible, the host computer shall be in a lockable room with restricted access.

Roles and Responsibilities

The SCOE webmaster, Information Services/Technology Department, Public Information Officer (PIO), and designated content publishers shall be responsible for the content and publication of SCOE's website upon approval of the Superintendent or designee. These authorized individuals shall review all content before publication, upload content to the web server, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

Each SCOE department will be responsible for developing and maintaining its own portion of the website. Staff, students, or other persons may submit materials for web publication to the applicable department head to ensure that the content adheres to SCOE's guidelines and policies.

The webmaster shall perform similar duties related to the content and maintenance of the website and will notify the department heads and content publishers of new and updating website features.

Privacy Rights

The Superintendent or designee shall ensure that website content protects the privacy rights of students, parents/guardians, staff, Board members, and other individuals.

Phone numbers, home addresses, and e-mail addresses of students or their parents/guardians shall not be published on a SCOE web page.

Other directory information including, but not limited to, photographs of individual students with their names may be published except when the student's parent/guardian has notified the district in writing to not allow the release of the student's photograph without prior written consent. Photographs of groups of students, such as at a school event, may be published provided that students' names are not included.

Home addresses or telephone numbers of staff members shall not be posted.

SCOE's website shall not post the home address or telephone number of any elected or appointed official including, but not limited to, a Board member or the County Superintendent, without the prior written permission of that individual.

Legal Reference:

EDUCATION CODE

- 35258 Internet access to school accountability report cards
- 48907 Exercise of free expression; rules and regulations
- 48950 Speech and other communication
- 49061 Definitions, directory information
- 49073 Release of directory information
- 60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

- 6254.21 Publishing addresses and phone numbers of officials

UNITED STATES CODE, TITLE 17

- 101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

- 1232g Federal Family Educational Rights and Privacy Act (FERPA)

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

**Policy 1113 (Continued)**

Legal Reference: (Continued)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

COURT DECISIONS

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37

Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853

Policy Cross-Reference:

0000 Vision

0440 Technology Plan

1100 Communication with the Public

1112 Media Relations

1112.2 Public Relations and Communication Plan

1340 Access to District Records

4040 Employee Use of Technology

4119.23 Unauthorized Release of Confidential/Privileged Information

4132 Publication or Creation of Materials

5022 Student and Family Privacy Rights

5125 Student Records

5125.1 Release of Directory Information

5145.2 Freedom of Speech/Expression

6162.6 Use of Copyrighted Materials