

Capital School District
Acceptable Posting Policy
Board Policy No. 7527

Capital School District encourages staff to create and post web pages to help inform students and the community about school and class activities and policies. The guidelines listed below explain the responsibilities and procedures to be followed by Capital School District staff when posting school and/or classroom web pages.

- All information posted on the web site will have been pre-approved following the building's posting process.
- The purpose of these web pages is to open lines of communications with students, parents and the community. To achieve that goal, every classroom, department or team website will include the following information:
 - Names, teaching assignments, and the district email addresses of all staff members whose information is included in these web pages.
 - Other district or school contact information such as phone numbers where messages can be left.
 - Overview of curriculum covered by the individual or group.
 - Links to their building and district web pages.
- Students will only be identified by first name and possibly last initial unless prior signed consent has been obtained from the parent or legal guardian.
- Images of students may be posed if individuals are not readily identifiable. Other images may only be used if prior signed consent has been obtained from the parent or legal guardian.
- All web pages will be reviewed at a minimum of once every quarter and information updated as needed.
- Additional links to appropriate curriculum-related resources may be included on the pages but it is the responsibility of the web page publisher to review the links periodically to verify that they are still active and their content is appropriate.
- Access to web page posting is password protected. It is the responsibility of the person issued the password to keep it secure.
- All provisions of the Capital School District Acceptable Use/Internet policies also cover web page content and posting.

I have read the provisions of this policy and agree to its terms. I understand that all the provisions of the Capital School District Telecommunications Policy also apply.

Print Full Name: _____

Signature of Capital School District Employee

Date