

DISTRICT AND SCHOOL WEB AND SOCIAL MEDIA SITES

To enhance communication with students, parents/guardians, staff, community members, and the public at large, the Board of Trustees encourages the development and ongoing maintenance of District and school web and social media sites on the Internet. Web and social media sites shall support the educational vision of the District and shall be consistent with the District's plans for communications.

Web and Social Media Site Access

The District's web and social media sites are created for the express purpose of disseminating district educational and administrative information. The District maintains full authority to regulate and limit access to its web and social media sites, which are the property of the District and are closed forums. As a closed forum, the District reserves the right to regulate the content of items posted so that they are consistent with the educational purpose of the District.

Individuals wishing to post items on the District or school web or social media sites shall submit such items to the site or department administrator, who will determine whether, and in what format, to post such items, based on adopted District standards. Staff, students, and other individuals may not post items on District or school web or social media sites without the consent of the designated administrator unless there is a space designated for such postings.

Content of Web Sites

The Superintendent or designee shall develop guidelines regarding the content of District and school web and social media sites which shall include standards for the ethical and responsible use of information and technology. These guidelines shall be consistent with law, Board policy and administrative regulation.

The Superintendent or designee may establish standards for the design of District and school web and social media sites in order to maintain a consistent identity, professional appearance, and ease of use.

District and school web and social media sites shall not include content which is obscene, libelous or slanderous, or which creates a clear and present danger of inciting students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the school's orderly operation.

Any links to external sites shall follow the same guidelines applicable to District and school web and social media sites.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on District or school web and social media sites.

DISTRICT AND SCHOOL WEB AND SOCIAL MEDIA SITES (continued)

Protection of Privacy Rights

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

Personal information about students or their parents/guardians, including phone numbers, home addresses, e-mail addresses, or student photographs shall not be published on a District or school web or social media site without parent/guardian permission.

Home addresses or telephone numbers of staff members shall not be posted. District and school web and social media sites shall not post the home address or telephone number of any elected or appointed official without prior written permission of that individual.

Policy

Adopted: January 10, 2002

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CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California