

The Board of Education recognizes the need to establish a website in order to enhance the dissemination of information among district constituents, student families, and populations outside the district. The Glenbrook Web Server has a number of uses and purposes, which will change as new technologies emerge. This document represents current philosophy regarding the management and operational concerns of the Glenbrook High School District's Internet presence.

1. Purpose of Glenbrook Web Pages

a. Communication

The district website shall contain published information about scheduled programs, important announcements, newsworthy events, policies, personnel directories, and descriptive information about the schools and any information as mandated by law.

b. Curriculum

The district website shall provide department and curriculum information, lesson plans, assignments, instructional activities, syllabi, and course objectives. The district website may also make academic information pertaining to individual students, and accessible solely and exclusively by those respective students and their parents/guardians, as and when the district acquires systems providing that information.

c. Administration

The district website shall publish employment opportunities, establish external email access, and provide district forms.

d. Resources

The district website shall link with sites providing research, information and academic enhancement. The website shall include professional development and technical support information.

## e. Other

The website shall be legally compliant and shall contain an appropriate privacy statement, disclosures suitable for minors' access, and appropriate terms and conditions with respect to any e-commerce activities. The website will contain appropriate security protocols to ensure the integrity of the information provided on the website, and to guard the confidentiality of its individual students.

## 2. Guideline for Contents of Glenbrook Web Pages

The following are guidelines for the content of Glenbrook web pages. All material must comply with applicable Board Policies and state and federal laws. Web pages data and information posted on the district servers represent and remain the property of the district, not the individual, and remains subject to the district's control and discretion.

- a. All content posted on the district website must adhere to Board Policy #7220, Purpose and Use of Computer and Network Resources.
- b.
  - (i) No personal information about employees of the district should be posted on the website.
  - (ii) No personal information about individual students should be posted on the website, except as may be accessible solely and exclusively by the students and their parents/guardians, as those systems, with appropriate security protocols, are acquired by the district.
- c. The likeness or photo of a student may be published on the website unless the district has on file a directive from the parent or guardian not to use the likeness.
- d. The likeness or photo of an employee may be published on the website unless the district has on file a directive from the employee not to use the likeness.
- e. Names, titles, work phone numbers and work e-mail addresses of employees are public information and may be published on Glenbrook web pages.
- f. It is inappropriate to advertise privately-provided or commercially-available services and products on the Glenbrook web site, except as being offered by school-sponsored or affiliated clubs or organizations.
- g. Space on the Glenbrook servers may be provided for teachers to create professional web pages for instructional purposes.
- h. Space for personal student home pages will not be provided.
- i. Individual classes and sponsored groups are encouraged to maintain home pages if the teacher or sponsor of the participating group takes responsibility for content and maintenance of the information.
- j. All web pages developed and maintained by an individual class, sponsored group, athletic team or school-sponsored activity, parent support organization or event must be under the established domain of District 225 and developed with the full knowledge of the school administration and district technical staff. Inclusion, exclusion or editing of content on such websites shall be subject to district control and at the district's sole discretion.

- k. Glenbrook web pages shall link to academic or informational sites only; linking to personal home pages is not appropriate. The building administrators, or their designated Web Monitors, will, at their discretion, determine if any content violates this policy. As a "rule of thumb," any materials published on the system and sites linked should be appropriate for display in any classroom in the district.
- l. Questions concerning the website from the public about website content should be directed to the Superintendent's Office and may be discussed with the District Technology Committee.

3. Abuse

Abuse of these guidelines regarding content and links will result in appropriate disciplinary action as listed in Board Policy #7220, Purpose and Use of Computer and Network Resources, Section F or such other action as the Board deems appropriate.

Approved: July 28, 2003

Revised: July 27, 2009