



637 Orange Center Road  
Orange, Connecticut 06477-2432  
[www.oess.org](http://www.oess.org)

# Orange Board of Education

TELEPHONE: (203) 891-8020  
FAX: (203) 891-8025  
SPECIAL EDUCATION: (203) 891-8023  
SCHOOL OF THE 21ST CENTURY: (203) 891-8033

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## Faculty Website Regulations

### Administrative Regulation Orange Public Schools Orange, Connecticut

The Orange School District encourages the use of websites for sharing information and instructional resources with the educational community at large. All information posted on district, building, and teacher web pages should be of professional quality and consistent with the educational mission of the school system. Websites shall follow standards for ethical behavior in regard to information and technology by showing respect for the principles of intellectual freedom, intellectual property rights, and the responsible use of information and technology. Websites shall reflect an understanding that both internal and external audiences will be viewing the information. All included web pages and links on district websites shall follow guidelines and responsibilities pertaining to content standards, student records, copyright, and technical standards that are contained within the district Acceptable Use Policy.

#### Faculty Website Management and Publishing Guidelines

A well-designed website can serve a variety of purposes including sharing course content and expectations, as well as providing specific information and resources for classroom assignments. In designing and maintaining teacher websites, teachers must adhere to the following design guidelines:

- Published information and materials on web pages must have educational value in support of the district's curriculum, as well as complete adherence to the district's Regulations for Acceptable Use of Technology (RAUT) Policies.
- Web pages must follow all applicable and existing copyright laws and intellectual property rights laws pertaining to the use of other individuals' text, images, and sounds. When including copyrighted materials, web pages must include a statement of copyright indicating that permission has been secured.
- Web page text should be free of grammatical and spelling errors.
- Web page materials should be professionally presented and must not display, access, or link

to sites in as deemed offensive by the district's Regulations for Acceptable Use of Technology (RAUT) Policies.

- Web page links to pre-existing sites must be checked periodically to insure that the intended link is still valid and not directing users to inappropriate or defunct sites.
- Student work and student photos may be published on a web page only when both the student and the parent/guardian have given permission through the appropriate forms. An exception would be if the work were part of an existing publication such as a newspaper or school newsletter.
- At no time should a student's name be used with his/her photo. When using a web page to display student work, only first names and grade-level are permitted.
- At no time should a student or teacher's personal information, including personal addresses, e-mail addresses, and phone numbers appear on a school or district web page.
- When possible, websites should include the date last updated as well as the person responsible for the page and its updates.

### **Faculty Website Layout and Content Guidelines**

1. The district has set default components for faculty websites.
  - Teacher Profile
  - Classroom Supplies
  - External Links
2. Teachers may link from Final Site to their own developed virtual classroom, such as Moodle, providing their interactive classroom site adheres to the website development guidelines above.

### **Faculty Website Security**

All websites should have password-controlled access by the website author. As with all usernames and passwords for district sites, passwords should be kept secure at all times. Information Systems Personnel will have access to change passwords, in the event that a site needs to be accessed by building or Central Office administration.

Building administrators are responsible for reviewing building and classroom websites as needed. If any information is found in conflict with the educational objectives of the district, teacher accounts and passwords can be adjusted so that information can be removed or so that the website can be disabled.