

WEB PAGE PUBLISHING

Background

The District supports the use of school based servers for publishing of web pages to enhance the teaching and learning process and to foster communication within and outside the District.

The posting of web pages is a form of electronic publication, and is subject to all laws, including the Copyright Act and the Freedom of Information and Protection of Privacy Act. School web pages must also be designed to respond to concerns for student safety, privacy and security.

Procedures

The procedures for posting web pages on District servers are intended to assist in the design and creation of school and department web page content and to protect individual privacy, safety and security.

1. All web page information must reside on District servers. Departure from this procedure must be sought in writing from the Superintendent prior to posting any school, staff or department web page on third party servers.
2. Principals are ultimately responsible for the content of their school's web page.
3. Photographs and videos: To protect the privacy of students, each parent must have completed the Personal Information Consent form (Student Registration package) ([Form 300-1](#)).
4. Information: To prevent harassment and protect the privacy of students, no personal information beyond the student name may be disclosed on the school or department web page (e.g., address, phone number, etc.) that would further identify a student.
5. Sponsorship: please refer to [Administrative Procedure 525 - Partnership Sponsorship](#).
6. Copyright: (refer to Copyright Laws in Canada).
7. All employee published materials on District servers become the property of the District. The District retains full copyright on all employee posted web content.

Reference: Sections 8, 17, 20, 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
School Regulation 265/89
Canadian Charter of Rights and Freedoms
Canadian Criminal Code
Copyright Act

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