

Article X.C.2. Posting of Student Information on School or District Web Sites

A. Statement of Purpose

This policy is intended to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) and to protect the safety and privacy of students with respect to posting or publishing information on school and unsecured District websites. School and District officials with responsibility for website content shall ensure that the following guidelines are met.

B. Information That Shall Not Be Published

In order to prevent unauthorized access to students, personal student contact information, to include home or e-mail addresses, telephone numbers, or other contact information, shall not be published on school or unsecured District websites.

C. Information That May Be Published With Express Permission

Student interviews, including interviews by outside media sources, are not to be permitted and shall not be posted or published on school or unsecured District websites unless express consent is provided by a parent or guardian.

D. Information That May Be Published

1. FERPA allows for the posting or publishing of general information about students such as student names; student awards or honors; student art work or other school work; written copy about, or photographs of students, classes, teams, programs, clubs, or activities to be published on school or unsecured District websites.
2. Parents or guardians may “opt out” or request that such general information is not posted or published on websites or in other school or District publications. Student privacy rights information and guidelines, to include procedures for “opting out,” are distributed to every family annually and maintained on the District’s website under the Communications Department webpage.
3. School and District officials with responsibility for website content are responsible to use discretion and good judgment in publishing or posting any general student information and to ensure that no general information is posted or published for students whose parent or guardian has “opted out.”