

Regulation 1113: District And School Websites

Status: DRAFT

Original Adopted Date: 09/20/2001

Design Standards

The Superintendent or designee shall develop design standards for district and school websites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the website. Such standards shall take into consideration the ease of use on a wide range of devices.

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, district and school websites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for website accessibility. The Superintendent or designee shall regularly review district and school websites and modify them as needed to ensure legal compliance with accessibility standards.

Website Content

As applicable, district and school websites shall provide current information regarding the district's mission and goals, district/school programs and operations, district/school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, links to educational resources.

With approval of the principal, individual teachers may create web pages linked to the district or school website to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on district or school websites provided that both the student and the student's parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

Any copyrighted material to be posted on a district or school website shall be submitted to the Superintendent or designee together with the permission of the copyright owner to reprint the material. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a district or school website if the Superintendent or designee determines that the material is in the public domain or that the intended use meets the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the website shall include a notice crediting the copyright owner and, as necessary, shall note that permission to reprint the material was granted.

Whenever a district or school website includes links to external websites, it shall include a disclaimer that the district is not responsible for the content of external websites.

Roles and Responsibilities

Any employee assigned as a district or school webmaster shall be responsible for the uploading of material to the website(s) upon approval of the Superintendent or designee. The employee shall review district and school websites to ensure consistency with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct editorial reviews of all materials submitted for publication on district or school websites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

Security

Pursuant to Education Code 35266, districts that experience a cyberattack which impacts more than 500 students or personnel are required to report such cyberattack to the California Cybersecurity Integration Center.

The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school websites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

Content

District and school web sites shall provide current and useful information regarding district programs, activities and operations. Such information shall be appropriate for both internal and external audiences.

The content of web sites may include, but not be limited to, district or school news, district mission and goals, agendas and minutes of Governing Board meetings, policy information, messages from the Board or administrators, information about curriculum and instruction, school calendars, student projects, school clubs and activities, lunch menus, transportation schedules, school map, school handbook, parent conferences, educational resources, links to other educational sites and contacts for further information.

The Superintendent or designee shall make the information contained in the School Accountability Report Card accessible on the Internet and shall ensure that such information is updated annually. (Education Code 35258)

(cf. 0510 – School Accountability Report Card)

Student work may be published on a web site provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a newspaper or school newsletter.

Students, staff or other individuals may not use district or school web sites to provide access to their personal web pages or online services.

If any copyrighted material is posted on a district or school web site, the web site shall include a notice crediting the original producer of the material and noting how and when permission to reprint the material was granted.

(cf. 6162.6 – Use of Copyrighted Materials)

Roles and Responsibilities

The district webmaster shall be responsible for the content and publication of the district web site upon approval of the Superintendent or designee. He/she shall review all content before publication, upload content to the district web server, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed to school webmasters.

The school webmaster shall perform similar duties related to the content and maintenance of the school's web site upon approval of the school principal. The principal or school webmaster shall notify the Superintendent or designee regarding the creating and updating of a school web site.

Security

The web site host computer shall have security procedures that prohibit unauthorized persons from accessing system-level controls or making changes to web site content. To the extent possible, the host computer shall be in a lockable room with restricted access.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Bus. and Prof. Code 22580-22582

Description

[Privacy rights for California minors in the digital world](#)

State References

Bus. and Prof. Code 22584-22585
 Bus. and Prof. Code 22586-22587
 Ed. Code 32526
 Ed. Code 33353
 Ed. Code 35182.5
 Ed. Code 35258
 Ed. Code 42103
 Ed. Code 48852.6
 Ed. Code 48907
 Ed. Code 48950
 Ed. Code 48985.5
 Ed. Code 49006
 Ed. Code 49061
 Ed. Code 49073
 Ed. Code 5092
 Ed. Code 60048
 Gov. Code 11135
 Gov. Code 12950
 Gov. Code 3307.5
 Gov. Code 7920.000-7930.215
 Pen. Code 14029.5
 Pub. Res. Code 21082.1

Federal References

16 CFR 312.1-312.13
 17 USC 101-122
 17 USC 504
 20 USC 1232g
 29 USC 705
 29 USC 794
 34 CFR 104.1-104.61
 34 CFR 99.1-99.67
 42 USC 12101-12213

Management Resources References

CA Civil Rights Department Publication
 CA Civil Rights Department Publication
 CA Civil Rights Department Publication

Description

[Student Online Personal Information Protection Act](#)
[Early Learning Personal Information Protection Act](#)
 Use of learning recovery funds
 California Interscholastic Federation; standardized incident form
[Contracts for advertising](#)
[Internet access to school accountability report cards](#)
[Budget notification](#)
[Information regarding homelessness](#)
[Exercise of free expression; time, place, and manner rules and regulations](#)
[Speech and other communication](#)
 Synthetic drugs
 Seclusion and restraint
[Definitions; directory information](#)
[Release of directory information](#)
 Filling Vacancies
[Commercial brand names, contracts or logos](#)
[Prohibition of discrimination](#)
[California Civil Rights Department posters](#)
[Publishing identity of public safety officers](#)
[California Public Records Act](#)
[Prohibition against publishing personal information of person in witness protection program](#)
[California Environmental Quality Act environmental review documents](#)

Description

Children's Online Privacy Protection Act
 Subject matter and scope of copyright
 Penalties for copyright infringement
 Family Educational Rights and Privacy Act (FERPA) of 1974
 Definitions; Vocational Rehabilitation Act
 Rehabilitation Act of 1973; Section 504
 Nondiscrimination on the basis of disability
 Family Educational Rights and Privacy
 Americans with Disabilities Act

Description

[Family Care and Medical Leave and Pregnancy Disability Leave, January 2023](#)
[California Law Prohibits Workplace Discrimination and Harassment, January 2024](#)
[The Rights of Employees Who Are Transgender or Gender Nonconforming: Fact Sheet, November 2022](#)

Management Resources References

CA Civil Rights Department Publication
Court Decision
Court Decision
U.S. Department of Agriculture Publication
U.S. DOE, Office for Civil Rights Publication
U.S. DOJ, Civil Rights Division Publication
Website
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World Wide Web Consortium Publication

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[Your Rights and Obligations as a Pregnant Employee, January 2023](#)
[Aaris v. Las Virgenes Unified School District \(1998\) 64 Cal.App.4th 1112](#)
[City of San Jose v. Superior Court \(2017\) 2 Cal.5th 608](#)
[Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016](#)
[Dear Colleague Letter: Race and School Programming, August 2023](#)
[Accessibility of State and Local Government Websites to People with Disabilities, February 2020](#)
[California Interscholastic Federation](#)
[Fact Sheet: New rule on the accessibility of web content and mobile apps provided by state and local governments](#)
[California Cybersecurity Integration Center](#)
[CSBA District and County Office of Education Legal Services](#)
[Governor's Office of Planning and Research, The California Environmental Quality Act](#)
[California Department of Education, Web Accessibility Standards](#)
[California School Public Relations Association](#)
[California Interscholastic Federation](#)
[U.S. Department of Justice, Civil Rights Division, Disability Rights Section](#)
[World Wide Web Consortium, Web Accessibility Initiative](#)
[CSBA](#)
[U.S. Department of Education, Office for Civil Rights](#)
[California Civil Rights Department](#)
[Web Content Accessibility Guidelines, June 2018](#)

Cross References

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[Vision](#)
[Vision](#)
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[Nondiscrimination In District Programs And Activities](#)
[Comprehensive Safety Plan](#)
[Comprehensive Safety Plan](#)
[Local Control And Accountability Plan](#)
[Accountability](#)
[School Accountability Report Card](#)
[School Accountability Report Card](#)
[Communication With The Public](#)
[Communication With The Public](#)
[Media Relations](#)
[Uniform Complaint Procedures](#)
[Uniform Complaint Procedures](#)
[Advertising And Promotion](#)

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[Access To District Records](#)
[Access To District Records](#)
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[Budget](#)
[Gifts, Grants And Requests](#)
[Bids](#)
[Bids](#)
[Tobacco-Free Schools](#)
[Tobacco-Free Schools](#)
[Campus Security](#)
[District Police/Security Department](#)
[District Police/Security Department](#)
[Emergencies And Disaster Preparedness Plan](#)
[Emergencies And Disaster Preparedness Plan](#)
[Emergency Schedules](#)
[Food Service Operations/Cafeteria Fund](#)
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[District Records](#)
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[Nondiscrimination In Employment](#)
[Nondiscrimination In Employment](#)
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[Professional Standards - Code Of Ethics](#)
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