

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**715.1
ADMINISTRATIVE REGULATION
Websites**

Development of school websites should include the following:

1. Contact information such as an email address or school telephone and fax numbers.
2. A picture of the school.
3. Samples of student work, pictures of bulletin boards, or projects, or video.

For all students, written permission from the student and/or guardian to post work such as writing or art is required. Photographs or video, where students are recognizable, may be included on the school website after written student and parent/guardian authorization have been provided. Authorization is required for each website posting and must specify the dates and purpose of the posting. It is the responsibility of the principal to ensure that this authorization is managed at the school. Completed authorization forms will be filed at the school for five years. A student pseudonym could also be utilized.

4. Consultation with individual staff members before including their names, or other personal information on your school web site.
5. Identification of a staff member to be the “webmaster” who should be responsible for organizing the site, checking links, etc. and to ensure that the information is accurate, photos and names are approved, etc.
6. Publication of the website on school stationery, newsletters, etc.

Cross Refs: Freedom of Information & Protection of Privacy Legislation

Adopted: April 24, 2001
Reviewed:
Revised: December 6, 2004