

Topic:	School, Staff and Student Websites
Effective:	September 2012
Revision Date:	September 2018
Review Date:	September 2021
Cross-Reference:	<u>Acceptable Use Procedures for Information and Communication Technology</u> ; <u>Accessibility Planning</u> ; <u>Privacy and Information Management</u> ; <u>Publicity in Schools</u> ; <u>Statement of Personal Information Practices</u>
Responsibility:	Superintendent of Education – Information Services; Superintendent of Education -- Communication

INTENDED PURPOSE:

This procedure defines the responsibilities and standards associated with websites created and maintained for students, staff, schools and volunteers. The corporate Board websites are not considered within this procedure.

PROCEDURES:

- All web content must conform to the [Acceptable Use Procedures for Information and Communication Technology](#).
- Information Services will provide space and support for Google websites in the HDSB environment -- school, staff and student websites.
- The Information Services Department will not provide technical support for any website that resides outside of the HDSB domain.
- HDSB websites should strive to be compliant with the Accessibility for Ontarians with Disabilities Act (AODA).
- The "**Authorization for promotion use of Student Photos/Work/Activities**" is required to display a student's full name(s), photos or videos of the student(s), on the school or teacher website. To expedite this process, these forms should be signed each September as part of the startup package.
- Websites should be kept current.

School Websites

- All school websites shall use the HDSB Google school website template.
- The Communications Department will provide all schools with a template to use for their site.
- All information should be scrutinized for spelling and grammatical correctness.
- All home pages should link to the Board website.

Staff Websites

- It is recommended staff use HDSB Google templates for their website.
- All information should be scrutinized for spelling and grammatical correctness.
- Homepages should include the staff member's name and link to their school or department.
- Although school principals provide oversight for web pages, content authors are accountable and responsible for all content they create.

Student Websites

- Teachers shall approve and monitor all student websites.
- Student websites should be created within the HDSB Google domain and be related to their classroom/course learning.
- Student websites should include a link back to school or teacher webpage.