

CPSB Web Publishing FAQ's

- **Is a school required to maintain a web site?**

Each school is responsible for the development and updates of their pages. The Technology department will offer training and support for designated school Webmaster(s).

- **What student information can I include on the web?**

Student information can only be used if you have a signed CPSB Parent Release Form for Published Student Information. Each school is responsible for acquiring the CPSB Parent Release Form for Published Student Information prior to posting any student's name (first name or first name and last initial only), picture, art, written work, voice, verbal statements or portraits (video or still) on the school's web pages. This form must be signed by the parent(s) and student, and filed at the campus. This form can be found in the CPSB Web Publishing Policy Handbook – Appendix A (Parent Release Form)

<http://www.cpsb.org/system/policies/webpublishing.pdf>

No other personal information about a student is allowed such as email address, phone number, home address.

- **How often should my site be updated?**

Pages that contain time-sensitive information such as calendars, school events, or staff information must be updated monthly to insure current, accurate information. Web pages must be checked monthly to make sure that links work.

- **What information is required on the school's homepage?**

All Web pages must have a title (which appears on the Web browser's title bar). Each school's main homepage must include the school's name, address, phone number, a link to the CPSB homepage, and a school contact's CPSB email address.

- **What other information is required on the school's site?**

The following information should be included on school pages: welcome from the principal, general information about the school (ex: namesake, history, when the school opened, last renovation, staff CPSB email addresses, etc.), event information (ex: calendar, upcoming meetings, special programs, days off, early release days, etc.), information about the PTA or PTO (ex: officers and board members with school phone numbers so that newcomers can access them, events, programs, and volunteer opportunities), and pertinent information from student and parent handbooks (ex: policies and procedures on attendance, discipline, tardies, etc.); other examples include the following: copy of school newsletter, link to test score information, recognition of students and teachers, parenting information to help parents tutor or assist their children, and fundraising activities. Each page/section must (at minimum) contain a link back to the site's main navigational page. Faculty/Staff members' CPSB email addresses should also be posted on the school's Web site. (It is recommended that schools also include telephone extensions and faculty/staff photos, if available.)

- **What external links (links to sites and content that is not hosted on an official CPSB Web server) can I include?**

All commercials, commercial transactions, or advertisements are prohibited on school pages. External educational links should be allowed as approved by the principal.

Note: In all cases where an external link is used on a school's website, the following disclaimer statement must be present on the school's main navigation page. **The Calcasieu Parish School Board is not responsible for contents on external sites or servers.**

- **Does my school's site have to be on the CPSB web server?**

All official school and district sites must be hosted on the CPSB Web Server. In addition, the CPSB District Web Servers are for educational use only. Contents of the site should give information and promote school activities (all school sponsored clubs).

- **Can I publish teachers' classroom pages?**

Teachers may post personal classroom pages to their school's website following the same protocol and guidelines presented in this document. Files hosted on the CPSB Web server and hyperlinks from these files should not contain information that is in violation of (or promotes the violation of) any district policy or regulation nor any local, state, or federal regulation or law.

- **What is PROHIBITED on the CPSB web server?**

- Personal information about staff and parent volunteers such as non-district email addresses, non-district mailing address, and non-district phone numbers
- Student personal contact information of any kind
- Links to staff, volunteer or student personal home pages
- Links to "non-official" CPSB related sites that are hosted on remote/external (non-district) web servers - Examples: athletic booster pages, PTA pages, teacher created classroom pages, etc. However, booster organizations, PTA, teachers, etc. may post their pages on their school's Web site following the same protocol and guidelines presented in this document, if approved by principal
- "Guest books," "chat areas," "message boards," etc
- Links to sites that are not accessible inside the network
- Unauthorized use of copyrighted material