

## **Instruction**

### **Posting of Student Work/Photographs**

The District has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. Therefore, the Board established these guidelines to fulfill this obligation.

Students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the Web for students whose parents have indicated, in writing, that such information not be released.

#### **The purposes of these guidelines are to:**

1. inform school staff of the possible dangers of allowing students to publish identifying information on the Internet;
2. recognize that there are potential advantages of allowing students to publish identifying information on the Internet; and
3. provide to schools a recommended set of guidelines governing how student identifying information should be allowed in publishing on the Internet.

#### **Guidelines:**

- Only first names be used in published student work.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address or phone number be included.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
- In special circumstances with parent-signed release, identifying information can be added.
- Directory information will not be posted on the web for students who have requested, in writing, that such information not be released.

It is recognized by the Board that there may be circumstances where it might be appropriate for high school students to provide identifying information along with work published on the Internet. An example of such an appropriate circumstance might be college entrance or employment opportunities that may be enhanced by viewing a student's work on the Internet.

In making this determination, the high school student and the supervisory staff member must weigh the potential for risk against the perceived advantage of posting this identifying information. Parental approval, in addition to that of school staff, is required where there is uncertainty regarding the posting of identifying information for high school students.

## Instruction

### Posting of Student Work/Photographs (continued)

Students shall retain all rights to work they create using the District's electronic communication system.

The Superintendent or his/her designee shall ensure that website content protects the privacy rights of students, parents/guardians, Board members and other individuals.

No personal information/photographs about students or their parents/guardians, including phone numbers, home addresses or e-mail addresses shall be used or published on a District and/or school web page or other media. Student directory information shall not be published if parents/guardians have requested that it be withheld.

Staff and/or students may submit materials for web site publication to the District or school webmaster who shall ensure that the content adheres to District guidelines and policies.

This policy shall be published annually in the district student handbooks and on the district website.

Legal Reference: Connecticut General Statutes  
1-19(b)(11) Access to public records. Exempt records.  
10-15b Access of parent or guardians to student's records.  
10-209 Records not to be public.  
11-8a Retention, destruction and transfer of documents  
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.  
46b-56 (e) Access to Records of Minors.  
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).  
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.).  
Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ. provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.  
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Policy adopted: January 17, 2012

PUTNAM PUBLIC SCHOOLS  
Putnam, Connecticut