



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

## **Administrative Regulation:**

**#1113**

**Section: 1000 Community Relations**

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## **DISTRICT AND SCHOOL WEB SITES**

### **Design Standards**

The Superintendent or designee shall develop design standards to utilize for district and school web site templates that include, but are not limited to, navigation recommendations to help create the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the web site. Such standards should 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 web sites shall contain features that help ensure accessibility of essential information for individuals with disabilities. This may include, but is 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 help remove barriers to information access. The Superintendent or designee shall regularly review or utilize an ADA remediation program to help monitor district and school web sites and modify them as needed to help meet legal compliance with accessibility standards.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

### **Web Site Content**

As applicable, district sponsored web sites should provide current and useful information regarding district/school programs and operations, district/school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and appropriate links to educational resources.

*(cf. 0440 - District Technology Plan)*

*(cf. 0510 - School Accountability Report Card)*

*(cf. 1100 - Communication with the Public)*

*(cf. 9322 - Agenda/Meeting Materials)*

With approval of the principal, individual teachers may create web pages linked to the district or school web site to provide information pertaining to class assignments, expectations, and activities. Teacher web pages will be the property of the school district and should make efforts to comply with district outlined design elements and ADA accessibility. Posted web site content is expected to comply with district policies and should be discussed with the site or district administrator prior to posting if potentially questionable or controversial.

Student work may be published on district or school web sites provided that both the student and his/her parent/guardian do not object or the work is part of an existing publication (such as a school newspaper, public domain posting, etc).

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school web sites. Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school web sites. Staff members' home addresses or telephone numbers shall not be posted on district or school web sites.

Posted materials should adhere to copyright laws. Staff should reach out to their direct supervisor or a district office administrator with questions or concerns regarding the Fair Use Exception or for assistance receiving permission from the copyright owner to reprint materials. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a district or school web site if it is determined that the material is in the public



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domain or that the intended use meets the criteria for fair use or another exception pursuant to the fair use factors set forth in Section 107 of the U.S. Copyright Act. When any copyrighted material is posted the web site should site the materials and credit the copyright owner and, as necessary, shall note that permission to reprint the materials was granted.

*(cf. 4132/4232/4332 - Publication or Creation of Materials)*  
*(cf. 6162.6 – Use of Copyrighted Materials)*

External web site links should include a disclaimer that the district is not responsible for the content of external web sites

### **Roles and Responsibilities**

Any employee identified as a district or school web site editor shall be responsible for the uploading of material to the web site(s) upon approval of the school site Principal, Superintendent or district administrator designee. The web site editor should regularly review district and school web sites to ensure consistency with district standards, regularly check links for accuracy and appropriateness, keep the web site free of outdated or unused files, and provide technical assistance as needed. All website editors should submit a request for training.

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

As needed, the Superintendent or designee may 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.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

### **Security**

The Superintendent or designee will work in conjunction with the IT Department to establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school web sites. Any employee identified as a web site editor will ensure that access to the editing interface is secured from unauthorized usage.