

# OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 1000

Community Relations

AR 1113(a)

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## District And School Web Sites

### Design Standards

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 ensure accessibility for individuals with disabilities, which may include, but are 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 meet applicable standards for web site accessibility. The Superintendent or designee shall regularly review district and school web sites and modify them as needed to ensure legal compliance with accessibility standards.

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

### Web Site Content

As applicable, district and school web sites shall provide current information regarding the district's mission and goals, district/school programs and operations, district/ school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources.

*(cf. 0440 – District Technology Plan)*

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

*(cf. 1000 – Communication with the Public)*

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

Teachers are encouraged to create web pages on the school web site or linked to the school website in order to provide information pertaining to class assignments, expectations, and activities. Teachers shall be instructed to follow the same design standards as those used for the district and school websites for ADA compliance. Named student work may be published on district or school web sites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a newspaper or school newsletter. Anonymous student work (work that is not named or attributed to a particular student) may be posted without permission. Staff shall refrain from posting images of students along with their names unless they have explicit permission to do so from both student and parent.

The district shall refrain from using copyrighted material without permission. Instead of using copyrighted material the District may use works in the public domain or self-generated materials. In the event that known copyrighted material is used, written permission to use such works shall

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be obtained from the copyright owner. Furthermore, when copyrighted material is posted, the web site shall include a notice crediting the copyright owner and, as necessary, shall note that permission to reprint the material was granted.

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

Whenever a district or school web site includes links to external web sites, it shall include a disclaimer that clicking on the link will cause the user to leave district managed content.

## Roles and Responsibilities

Any employee assigned as a district webmaster or site manager shall be responsible for uploading current and compliant material to the district web site and/or school web site(s) upon approval of the Superintendent or designee. He/she shall review district and school websites to ensure consistency with district standards and have the ability to override and update all aspects of the district or school website to ensure compliance.

The Superintendent or designee may assign additional staff members to assist with maintaining up-to-date information throughout the district or school website. They may conduct editorial review of all materials posted on district or school web site(s) and make corrections as needed in spelling, grammar, or accuracy of content. They may also check links for accuracy and appropriateness, and work to keep the website free of outdated or unused files, and provide technical assistance as needed

The Superintendent or designee shall 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 shall establish security procedures to prevent unauthorized access and changes to district and school web sites.

Adopted: 9-17-02  
Amended: 7-11, 5-17-18