

MINNETONKA PUBLIC SCHOOLS

#525 WEBSITE AND INTRANET POLICY

PURPOSE

The purpose for this policy is to authorize the establishment of a District Website and intranet system and to set policy for the acceptable use of the District Website and intranet system. This policy complements the District's Computer Network and Internet Acceptable Use policy.

GENERAL STATEMENT OF POLICY

The Minnetonka School Board envisions a technology infrastructure that can improve the way people think, learn, and work. Therefore, the School Board authorizes the purchase and maintenance of a Website and intranet content management system that will be used to enhance student learning; expand the delivery of curriculum through improved teacher tools; increase effective communication and collaboration among students, teachers, and parents; provide for communication between the District and the public; maximize staff effectiveness and efficiency; enable individualized instruction; provide local and remote access for authorized users; monitor and report student progress; and ensure the highest levels of data privacy and security.

The District Website and intranet system enhance and extend learning opportunities beyond the traditional classroom walls. Therefore, the use of the system for teaching and learning shall conform to the same high standards for personal and professional conduct and quality of work expected in and around our School District community.

The District Website and intranet system are provided to support the educational program within the Minnetonka School District. The system shall not be used for unauthorized purposes or financial gain unrelated to the mission of the School District.

RESPONSIBILITIES

The Superintendent shall ensure that the District maintains a Website and intranet system that supports the School Board's Vision and Strategic Plan for the District and complies with District policies and state and federal laws.

The Superintendent, or designee, shall ensure that on-line instructional materials and courses are consistent with District curriculum, educational goals, and high standards for instruction.

The Superintendent, or designee, is authorized to make available to students and staff: remote access to electronic files, calendaring tools, chatrooms, blogs, wikis, podcasts, discussion boards, on-line assignment and assessment tools, intranet e-mail, electronic portfolios, collaboration and work-flow tools. The Superintendent, in consultation with a representative committee is authorized to establish minimum content requirements for teacher, classroom and District information.

The District prohibits anonymous postings and public discussion boards. Further, this policy requires that for the safety and security of minors all employee-hosted or sponsored chatrooms, blogs, wikis, podcasts, and similar electronic communication technologies used as part of the employee's professional responsibilities and/or in interactions with students and parents be confined to those technologies specifically approved by the District and/or hosted within the District domain.

REQUIREMENTS

The District shall secure appropriate technology services to ensure the Website and intranet systems are functioning and available to authorized users, to provide a highly secure system, to ensure appropriate back-up and redundancy systems. The District shall establish and maintain appropriate securities security policies and establish password protections and procedures to authorize students, staff and parents access to authorized areas of the intranet system.

The District's Website and intranet shall be an extension of the classroom or school and subject to the same expectations for conduct and high quality of work expected in Minnetonka classrooms and on school grounds. Student and employees shall maintain to the same rights and responsibilities on-line as are expected when present on campus or involved in school activities. The Superintendent, or designee, shall investigate any allegations of misconduct in conjunction with the District system. Violations of any District policy in conjunction with use of the District's Website or intranet may result in disciplinary action and/or loss of access to the District system.

All users, including employees, independent contractors, students, parents and designated volunteers may be provided an individually identifiable password and log-in for authorized areas of the District Website and intranet. The user shall be responsible for the protection and security of the password. Each user shall be responsible for all activity on the Website and intranet system that is posted under the user individually identifiable log-in. Users shall have the ability to change passwords to maintain the confidentiality of log-in codes.

Any data or other information downloaded or copied to any remote system shall remain the property of the School District. Staff members obtaining such access to data shall take required steps to protect confidentiality and prevent unauthorized disclosure of District data in compliance with the District's Data Privacy Policy.

The Website is an electronic publication of the School District and shall meet the same high standards as other District publications. All Website content shall be current, accurate,

grammatically correct, free from spelling or keyboarding errors, and in compliance with copyright laws and other District policies and state and federal laws.

All work created by District employees using the District system or on District time is the property of the School District.

All student work posted to the District Website or stored on the District's intranet or electronic portfolio system remain the intellectual property of the student.

All teachers shall make classroom information available to parents via the Website or intranet system and such information shall be updated at least weekly. Parent access may be provided to student homework, calendars, attendance, food service, student conduct, grades and other electronic student data to which a parent/guardian would otherwise have access under the federal Family Educational Rights and Privacy Act. Classroom and teacher web pages may include both public and password protected areas.

COMPLIANCE WITH OTHER SCHOOL DISTRICT POLICIES AND REGULATIONS

Use of the District Website and intranet system must not violate the School District's other policies and regulations, including but not limited to the School District policies on Nondiscrimination, Harassment and Violence, and Internet Acceptable Use. In addition, users are prohibited from using the District Website or intranet system to transmit (send) or receive messages, pictures or computer files which are fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, defamatory, or which are intended to promote or incite violence against persons or property. Users shall not use the District Website or intranet system to access, review, upload, download, store, print, post or distribute pornographic, obscene or sexually explicit material.

Cross ref:

#524 INTERNET & COMPUTER NETWORK ACCEPTABLE USE
#307 COMPLIANCE WITH MINNESOTA DATA PRACTICES ACT
#515 PROTECTION AND PRIVACY OF PUPIL RECORDS
#427 HARASSMENT AND VIOLENCE
#428 RESPECTFUL WORKPLACE

Adopted: March 15, 2007

Adopted: June 4, 2009