

*Groton Dunstable Regional School District*  
INTERNET PUBLICATION

I. PURPOSE

The Groton Dunstable Regional School District (“GDRSD”) has established a districtwide web page that links users to web pages for the district's individual schools. GDRSD maintains these web pages for educational purposes only, in furtherance of the educational mission of the GDRSD. All published pages and corresponding links to other sites must relate to GDRSD's educational mission.

II. SUPERVISION AND APPROVAL OF WEB PAGES

The Superintendent (or his/her designee) may select the person or persons (“the Webmaster”) responsible for overseeing the GDRSD’s web pages and maintaining the web pages in a manner consistent with this policy and the GDRSD's Internet Acceptable Use Policy (attached). The Webmaster must approve all links from the GDRSD web pages to other sites on the Internet. The

Webmaster will review the links to ensure that the links are related to GDRSD's educational mission. Staff members may publish web pages related to their class projects or courses on their school’s web site. Staff members must submit their material to the Webmaster for approval before the material can be published. Staff members may not publish or link to personal web pages as part of the GDRSD web site. Student or staff work (e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork) may be published on the GDRSD web pages, as detailed below. All work that is published will be accompanied by a copyright notice written by the Webmaster that prohibits copying the work without the written consent of the copyright holder.

III. CONTENT STANDARDS

All web page materials are expected to be accurate, grammatically correct and free of spelling errors. Student work may deviate from this standard depending upon the age and grade level of the student. Web pages should be well-organized and professional in appearance. Web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner and the owner is credited on the school's web page.

#### IV. SAFETY PRECAUTIONS

##### A. In general

Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published. First names or first names and the first letter of the student's last name may be used where appropriate.

##### B. Student photographs

- Student photographs may be published only with the written consent of the student's parent or guardian.
- Student photographs will not be accompanied by identifying information about the student(s).

##### C. Student work

Student work, e.g. voice, likeness, quotes, written material, musical pieces, and graphic or other artwork, may be published only with the written consent of the student's parent or guardian.

##### D. Staff photographs, identifying information and work

- Photographs of staff members, accompanied by the staff member's full name, may be published only with the staff member's written consent.
- A staff member's e-mail address may be published only with the staff member's written consent. A staff member's home phone number and address will not be published on the GDRSD web pages.
- Staff work, e.g. voice, likeness, quotes, written material, musical pieces and graphic or other artwork, may be published only with the staff member's written consent.

Adopted 5/29/02

*Groton Dunstable Regional School District*  
INTERNET PUBLICATION PERMISSION FORM

The Groton Dunstable Regional School District (GDRSD) has established a website on the Internet, with links to the individual schools in the district. GDRSD maintains the website for educational purposes only, in furtherance of the educational mission of the GDRSD. Web pages on the GDRSD website will be used to share school-related information, such as program information, calendar events and messages for parents from school administrators and teachers.

The web pages also will be used to demonstrate the high quality of work produced by our students.

As part of your child's educational program, s/he may have the opportunity to have his or her work published on the GDRSD website. Your child's work might include your child's voice, likeness, quotes, original written material (such as a poem, story, or school research project) or graphic or other original artwork. When published, any person who has access to the Internet will be able to see (or hear) your child's work.

We believe that sharing this information is an exciting and enriching opportunity for our students. However, we will publish your child's work only with your written permission.

Please consider the following information contained in the GDRSD's web page policy, and then sign and return this form to your child's teacher.

- Identifying information about students, such as first and last names, personal phone numbers or home addresses, will not be published on the GDRSD website. First names or first names and the first letter of the student's last name may be used where appropriate.
- Student photographs published on the GDRSD website will not be accompanied by identifying information about the student(s).

I give permission for my child's work to be published on the Internet, as described above. \_\_\_\_  
Check one:             yes             no

I give permission for my child's photograph to be published on the Internet, as described above.  
Check one:             yes             no

Name of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_