

WEBSITE, SOCIAL MEDIA PLATFORMS, AND LEARNING MANAGEMENT SYSTEMS POLICY

Gardner Public Schools maintains district and school websites, and social media platforms, providing our community with access to up-to-date and relevant information regarding Gardner Public Schools. The primary purpose of the district and school websites is to provide public information.

We also maintain online Learning Management Systems (LMS) for all grade levels, which provide each teacher a secure web presence at the classroom level. Our primary intent for the LMS is to foster and strengthen our communication and connection regarding learning among students, parents, teachers, and administrators. The LMS provide a teacher directed environment offering educational resources and communication vehicles specific to course content and curriculum. LMS capabilities include posting educational websites and documents, uploading grades for students and parents to view, creating discussion boards for students to discuss educational content, and much more.

The websites, social media platforms, and learning management systems may also serve as an opportunity to showcase learning. This may include posting information and pictures regarding classroom activities, student work, and student accomplishments.

In all cases, the websites, social media platforms, and learning management systems will be used for *educational* purposes only. In addition, publishing to these resources will adhere to the following content and quality standards:

- All information published must accurately reflect the mission, goals, policies, program, and activities of the course, school, district, or community.
- All information published must include appropriate copyright citations.
- All work will be free of spelling and grammatical errors.
- Only complete pages will be available for public viewing.
- Student and parent consent must be secured for publication of student information.
- No confidential student information will be published. For students, only first name, last initial, grade level, educational works, and pictures may be published with student and parent consent.
- Publishing of personal webpages is prohibited.

The webmaster will be responsible for maintaining the official district web page and monitoring all district web page activity. Each building principal is responsible for his/her respective website and social media platform content. Teachers are responsible for publishing and monitoring their courses within the learning management systems.

[Adopted: December 2013 - /Replaces IJNDC & IJNDC-R]

[Revised: February 2019]

Website, Social Media Platforms, and Learning Management Systems
Publishing Permission Form

Attached to this form is a copy of the Website, Social Media Platforms, and Learning Management Systems Policy. Please carefully read this policy before completing this permission form.

Parents/Guardians must indicate on this form whether they grant or deny permission for Gardner Public Schools to post their child’s 1) information (first name, last initial, grade) and work (including discussion boards), and/or 2) photo/video on the district or school websites, social media platforms, and/or Learning Management Systems (LMS). Personal information including, but not limited to, student telephone numbers, last name, or home addresses will NOT be posted on any Gardner Public Schools’ websites, social media platforms, or LMS. Note that we are not distinguishing between the websites, social media platforms, and the LMS because even though the LMS are secure and require a login, the LMS nor Gardner Public Schools can prevent parents or students from copying a student’s information, work, photo or video and posting it elsewhere on the world wide web for the public to view.

*All students and parents/guardians must sign this form **prior to using the schools’ technology resources**, including but not limited to computers, social media platforms, and Learning Management Systems (LMS). This form must be signed under the following circumstances: 1) upon enrollment in the district; 2) moving up or transferring to a different school in the district; and 3) a change in policy occurs. This permission form will be kept on file at the student’s respective school.*

Student Name: _____ Student’s School: _____
(please print clearly)

I grant / deny permission to publish my child’s **information and work** on the district school websites, social media platforms, and LMS.

I grant / deny permission to publish my child’s **photo/video** on the district school websites, social media platforms and LMS.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

(please print clearly)

If the student is eighteen, parent signature is not necessary.

[Adopted: January 2014]

[Revised: February 2019]