

## MERRIMACK SCHOOL DISTRICT

### Criteria for Publication of School-Related Material on the Internet

**Purpose.** The purpose of Merrimack School District websites is to provide parents, students, and community members with efficient access to information relevant to the Merrimack School District. This purpose is undertaken with full attention to compliance with the Children's Online Privacy Protection Act of 1998 and the Family Educational Rights and Privacy Act.

#### **Definitions.**

1. "Student or staff-generated work" means stories, essays, reports, poems, artwork, photographs of artwork or projects, audio-visual performances or presentations, or other compositions of tangible content created by students or staff members of the Merrimack School District.
2. "Staff-created website" means any ancillary website or web page created by a staff member of the Merrimack School District, which has been approved by the superintendent or his/her designee. All approved staff-created websites must be linked from a Merrimack School District website.
3. "Merrimack School District website" means the District website or any Merrimack school website.

#### **Criteria.**

1. Only material which is determined by the superintendent or his/her designee to be consistent with the purpose stated above shall be made available on a Merrimack School District website or on any staff-created website.
2. All Merrimack School District websites or staff-created websites must contain an e-mail link to the webmaster or responsible party. If the website is created by a student, the name and an e-mail link to the adult supervisor must be used.
3. Full names of students or staff members and other personally identifying searchable text may be posted on a Merrimack School District website or an approved staff-created website unless the student's parents/guardians or the staff members have notified the school in writing that they do not grant consent for this information to be made available.

4. Student or staff-generated work may be posted on a Merrimack School District website or a staff-created website. Such postings may include the student's name, grade level and teacher, but no other identifying information. Students or staff members must be consulted before posting any of their original work because, according to Copyright Law, all work is protected by copyright as soon as it is generated.
5. Photographs of students or staff members participating in activities, sports or other school-related events may be posted on a Merrimack School District website or a staff-created website. Such postings shall identify only the activity or event depicted and where appropriate, the grade level and/or teacher. No other identifying information about the students depicted in the photographs may be included without explicit written consent. Names shall not be included in the image file name on the server.
6. Any posting of work, photographs, or recognitions will be removed upon request of the parent/guardian or the individual involved.