

ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

3500 WEBSITE GUIDELINES

Purpose

Entheos Academy views the Internet as a valuable tool in communication with parents, employees, and students. The purpose of the school website is to improve communication with students, parents, and the community, and to assist students in reaching their educational goals. Anything that conflicts with the educational mission of the school is prohibited.

Definitions

- I. “Information Systems Administrator” is the individual on staff or part of contracted services that maintains Entheos website for internet publication.

Policy

Website Hosting and Publication

- I. Entheos Executive Director will manage or will appoint an Information System Administrator to manage school websites in order to ensure the following website hosting and publication requirements are met.
 - A. All school websites must reside on school-owned, school-supervised web servers or on servers approved by the Entheos Executive Director. A username and password will be given by the Information Systems Administrator or other appointed staff member for up-loading websites and pages to the Internet.
 - B. Students’ participation in creating or maintaining school websites is under direct supervision of a teacher or administrator.
 - C. Websites comply with School policies and with local, state, and federal law. Including but not limited to content plagiarism, violation of copyright law, and other illegal acts. Harmful, dangerous, or inappropriate information must not appear on school websites.
 - D. Language used on school websites must be appropriate, grammatically correct, and free of spelling errors.
 - E. The following disclaimer will appear on any school website lead page:
 1. “Entheos Academy is not responsible for information obtained through links

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to non-school sites. Please contact school website staff if you are concerned about a link to a non-school site.”

Website Privacy

- I. Entheos school websites will protect the safety and privacy of students, with the following restrictions
 - F. Personal contact information about students must never be published on school websites. Personal contact information includes
 - 1. student’s addresses,
 - 2. Student’s phone numbers,
 - 3. Student’s email addresses, and
 - 4. any other personal information that could be used by unauthorized persons to make personal contact with a student.
 - G. Student names, student photographs, personally identifiable student work, information about student participation in classes, activities, sports, projects, etc., may be published on school websites, after obtaining a signed release from the student’s parent or legal guardian. Without such written permission, no personal information about specific students can be used on school websites, not even student names.
 - H. It is recommended that student last names should only be used when necessary.
 - I. In order to prevent unauthorized persons from identifying students by name and face, the names of students must never appear on the same web pages as their photograph.
 - J. The above policy does not apply to secure school websites where parents using a private PIN number can access information about their student’s attendance, grades, assignments, etc.

Advertising

No commercial advertising of any kind is allowed on school websites, except as explicitly authorized by the board. School websites may, however, provide non-commercial information about school-business partnerships, including company names and logos.

Website Financial Transactions

- I. If Entheos websites engage in financial transactions, those transactions will be secured and private. The school websites conducting financial transactions will
 - A. comply with local, state, federal financial laws including posting a Website Payment Privacy Policy and Website Payment Terms of Service
 - B. Maintain financial best practices in accordance with school fiscal procedures, cash disbursements and cash receipts.

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- II. School and district websites may not be used for fundraising without approval from the Entheos Executive Director.

REF: Website Payment Terms of Service, Website Payment Privacy Policy