

INDEPENDENT SCHOOL DISTRICT 719  
PRIOR LAKE - SAVAGE AREA SCHOOLS

## 525 WEBSITE AND INTRANET POLICY

### I. 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 Electronic Technologies Acceptable Use Policy.

### II. DEFINITIONS

**“Website”:** A website is a collection of related web pages, multimedia content, and other digital resources typically identified by a common domain name and accessible over the Internet. These web pages are usually created using HTML (Hypertext Markup Language) and may contain various elements such as text, images, videos, hyperlinks, and interactive features. Websites serve various purposes, including providing information, entertainment, communication, and facilitating online transactions.

**“Intranet”:** An intranet is a private network within an organization that uses Internet technologies to securely share information, resources, and communication among its members. It serves as an internal website or a private web space accessible only to authorized users within the organization, using the same principles as the Internet but with restricted access. Intranets are commonly used to facilitate communication, collaboration, and the sharing of documents and other resources among employees or members of an organization.

**“Cloud-based Productivity Tools”:** Cloud-based productivity tools refer to software applications and services that are hosted and operated on remote servers, and users access them over the internet. These tools are designed to enhance and streamline various productivity-related tasks, allowing individuals and organizations to create, edit, collaborate, and manage documents, spreadsheets, presentations, and other types of files without needing local installations or physical storage.

### III. GENERAL STATEMENT OF POLICY

The 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/legal guardians; 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 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 online 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, discussion boards, online assignment and assessment tools, intranet, email, 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 on public discussion boards. Further, this policy requires that for the safety and security of minors, all employee-hosted or sponsored chatrooms, blogs, wikis, and similar electronic communication technologies used as part of the employee's professional responsibilities and/or in interactions with students and parents/legal guardians are 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 backup and redundancy systems. The district shall establish and maintain appropriate security policies and establish password protections and procedures to authorize students, staff and parents/legal guardians 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 classrooms and on school grounds. Student and employees shall maintain the same rights and responsibilities online 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/legal guardians and designated volunteers may be provided an individually identifiable password and login 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's individually identifiable login. Users shall have the ability to change passwords to maintain the confidentiality of login 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 Protection and Privacy of Student Records 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 remains the intellectual property of the student.

All teachers shall make classroom information available to parents/legal guardians via the website or intranet system and such information shall be updated at least weekly. Parent/legal guardian access may be provided to student homework, calendars, attendance, food service, student conduct, grades and other electronic student data to which a parent/legal 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 Electronic Technologies Acceptable Use Policy. 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.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

**Cross References:** [Policy 403 \(Discipline, Suspension, and Dismissal of School District Employees\)](#)  
[Policy 406 \(Public and Private Personnel Data\)](#)  
[Policy 413 \(Harassment and Violence\)](#)  
[Policy 521 \(Student Disability Nondiscrimination\)](#)  
[Policy 522 \(Title IX Sex Nondiscrimination Grievance Procedures and Process\)](#)  
[Policy 524 \(Electronic Technologies Acceptable Use Policy\)](#)

School Board Adoption: February 12, 2024

Orig: August 2013  
Revised: May 18, 2023  
April 2021  
February 2024

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