



Metropolitan Nashville Public Schools (MNPS) is committed to ensuring that parents, students and the community are informed about our district through a variety of communication tools, including web-sites.

Copyright Information

Web pages hosted from the MNPS web server must comply with all state, federal and international laws concerning copyright, trademarks, intellectual property and use of computers. Copyright infringement is a violation of federal law. Copyrighted materials include, but are not limited to:

- Writings
- Articles
- Web pages
- Designs
- Music
- Videos
- Software

MNPS prohibits the illegal installation, use or transmission of copyrighted materials.

Confidentiality of Student Information

Web pages hosted from the MNPS web server shall not display photographs, videos and/or audio clips of any student that will identify that student without written permission obtained from the legal parent or guardian. A release form is available in the Student Parent Handbook and through the Communications Office. A legal guardian or parent signature is not required for students who are eighteen (18) years of age or older.

Web pages shall not violate a student's right to privacy. Confidential, secret, proprietary, personal and non-educational information will be expressly prohibited. Information and/or images used by permission and posted on the MNPS website will become the property of Metropolitan Nashville Public Schools. Where there is no reasonable expectation of privacy (such as athletic events or approved school-related public performances), consent forms are not required and student images and information may be posted.

Revision History July 2010 July 2008 December 2005
Review Annually
Date Last Reviewed July 2010

MNPS Web Page Publishing and Compliance **IM 4.101**

Web pages hosted by the MNPS web server will not contain information that indicates the actual physical location of a student at any given time.

Web pages hosted from the MNPS web server may contain a reference to the student. This includes references to students in group photographs or in honor roll lists. All student name references will be in the form of a first name and last initial (e.g. Jane D.) to maintain student confidentiality. Using the name, likeness or image of a celebrity requires written permission from the celebrity unless the celebrity is participating in an approved school activity.

Accessibility Standards

Section 508 of Federal Code 29 U.S.C. §794 (d) requires that all web-based intranet and internet communications be accessible to those who have limited vision and hearing if audio formats are utilized. MNPS adheres to all federal accessibility standards.

Responsibility and Accountability for Web Page Content

Metropolitan Nashville Public Schools uses a content management system for its website, meaning individual departments and schools are responsible and accountable for ensuring information posted to the web is kept current and accurate for pages they have been assigned. The Director of Communications is responsible for overseeing the overall content of district websites.

Department managers are responsible and accountable for all content published to departmental web pages. School sites are maintained at the school level. Principals are and accountable for all content on school web pages. Departmental and school websites must comply with copyright and accessibility laws as well as district policies. The Communications Office can work with schools and departments to achieve compliance. Owners of sites that do not adhere to these standards may be subject to disciplinary action. Principals may assign teachers or volunteer members of approved parent organizations to contribute school website content using the Content Management System (CMS).

The principal may allow limited access privileges to volunteer school content contributors (see procedure document). Volunteers shall be granted access to the system as part of a group with limited editing privileges allowing them to focus on communicating information rather than graphic design. MNPS will provide volunteers with simple but clear guidelines for the following:

- Maintaining appropriate content
- Use of the CMS
- System and password terms of use

All pages managed and edited by volunteers must be approved and published by the principal, or the principal's designee using the CMS. The principal will always retain accountability over the content of their school website, even when he/she has designated an employee to approve content on his/her behalf.

References/Authority

Children's Internet Protection Act (CIPA) 2 U.S.C. §7001

Electronic Communications Privacy Act, 18 U.S.C. §2510

Copyright Act of 1976, 17 U.S.C. §101

Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §1232 (g)

TCA §10-7-504 Confidentiality of Information

TCA §49-2-305 Parent Involvement