Guidelines and Procedures

Permission for student names and photos:
If the picture is taken inside the school building or gymnasium there must be permission signed. If it is a public event outside of the school building and anyone in the community has access, such as a ball game, pictures can be used on your webs; however, a picture of the team must have permission or if a student is identified by name in an action shot there must be permission.

Links to outside enterprises Links to an outside source that promotes items to be sold for profit must not be placed on the school website. It is against School Board policy to place links to commercial sites on our websites. The general rule arises from application of the 1st Amendment and the fact that commercial speech (and advertising) is protected speech. Since it is protected speech, if we opened the forum up to commercial speech our ability to pick and choose would be extremely hampered - so we do not open the forum up to this kind of speech and allow none. Please refer to examples on the right

If a business enterprise has an issue with this policy they should contact Bill Squires, WCS attorney 472-4006.

Acknowledgment for Business Donations If a business has made a one-time donation to your school and there is no requirement of using that business to get your donation, you can place an acknowledgement of thanks on your site for a short period of time but no link to their site.

Student Records Notice (Names on rosters, events, etc.)
The Williamson County School District designates the following personally identifiable information contained in a student’s educational record as "directory information", and it will disclose the following student information without prior written consent: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, weight and height of members of an athletic team, and most recent previous educational agency or institution attended. Parents must notify their child’s school in writing of they do not want his/her directory information released.

Copyright Material on the Internet
Posting to the Internet for world-wide information is different than handing out copies to students if that is permitted by the vendor. Copyrighted material cannot be posted to the web without permission from the holder of the copyright. Fair Use in Copyright states that if it affects the earnings of the material then it can’t be done. We must stay informed as we adjust our teacher resources from the classroom paper mill to the Internet.

Access Codes for WCS Purchases
Teachers - DO NOT include online access codes to textbooks or any online subscription services on your Share Point pages. If you have any of these passwords or codes listed on your Share Point pages, remove them immediately. Webmasters - DO NOT publish anything that is information that accompanies a purchase and should not be public.

It is permissible to have the link simply getting to the online resources website. It is NOT PERMISSIBLE to list any generic user name(s) and or password(s) required to access “services/features”—for which WCS has paid for the use of—offered by these website providers.