

Kingswood Elementary School Web Page Policy

PREAMBLE

Kingswood Elementary believes that...

- Communication is a key factor in supporting student learning
- Varied forms of communication serve a wider community
- Information needs to be timely and accessible

Kingswood Elementary is committed to keeping the school community informed of issues affecting the smooth operation of the school and impacting student learning. To facilitate that commitment, the school issues monthly newsletters and calendars, along with periodic memos as the need arises. The web page provides an additional avenue for presentation of this information.

DEFINITIONS

School web page is the space made available by the Department of Education and Early Childhood Development (DEECD) on a server for publication of school related information.

Staff web page is the space made available on a server by the Halifax Regional School Board for publication of class and curriculum related information.

School Community is comprised of students, parents/guardians, teaching and non-teaching staff serving the school, school advisory councils, school groups, and community members.

PSA (Parent School Association) is the group of parents and staff that organizes events and makes decisions about the use of funds raised through said events.

SAC (School Advisory Council) is the group of parents, community members, and staff that discusses school operational issues and advises, supports, and encourages involvement in the school.

PURPOSE OF THE SCHOOL WEB PAGE

To inform school staff and community of news and events pertaining to school operations, the site may contain, but not be limited to, the following:

- Newsletters
- Calendars
- Contact information and school hours
- School policies and procedures
- Links to sites pertaining to school operation and curriculum
- PSA –events, minutes, reports
- SAC –minutes
- Upcoming special school events
- Cafeteria news and menus
- Educational workshops and meetings
- School events posted to social media (Twitter)

Although this list is not exhaustive, this site **will not** include the following:

- Close-up identifiable photographs of students (in accordance with the DEECD's **Public School Network Access And Use Policy**)
- Advertising of, or for, commercial or private organizations
- Outside agency information not directly associated with school operations

All information submitted for posting to the school website will be reviewed and posted upon approval of the school's technology committee.

STAFF WEB PAGES

Staff web page space is maintained separately from the school web page. These websites are used by staff to communicate curriculum, links and outcome based activities pertaining to specific grade levels. Staff web space is administered by the Halifax Regional School Board Technology Department. The content of these websites is maintained by the teacher in charge of the class.

The use of staff web pages is to follow the guidelines developed by the Technology Integration Leadership Team of the Halifax Regional School Board.

(<http://hrsbstaff.ednet.ns.ca/tilt/>)