

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

4.16

Effective Date: March 4, 2019

Revised Date:

Section: *Instructional Services*

Subject: *Web Site*

Related Policy: **4.407 Web Pages**

I. DEFINITIONS

II. PROCEDURES

The Marshall County School District Web site is designed to provide outside access to information regarding the school district. The following guidelines apply to all Marshall County School Web sites:

- Departments/Schools are responsible for ensuring their webpage is up to date.
- In the event a department or program needs assistance to update the Web site, the District Web Manager will assist the user in revising the Web site information.
- In adhering to the Family Educational Rights and Privacy Act (FERPA), a Federal law, Marshall County Schools may disclose a student's photo without written consent unless parents or students age 18 or older have advised the District to the contrary in accordance with Board Policy 6.600 Student Records.
- Hyperlinks may be linked to approved Web sites only. Links to Web sites found to be under construction or inactive will be removed.
- E-mail address links may be linked to Marshall County School District e-mail addresses only.

III. ATTACHMENTS

Signature on File

Jacob Sorrells, Director of Schools