

# administrative guidelines

BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

SUPPORT STAFF  
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## STUDENT AND STAFF PICTURES ON THE DISTRICT WEBSITE

### Website Use of Photographs

In an effort to promote the activities and the efforts of our students and staff members within the District, pictures of individual students and/or staff can be included on the District Website with the following conditions:

- A. No captions will include the name(s) of individual(s) in the picture.
- B. No pictures of students in small group or individual settings will be used if the parent of a student in the photograph has returned the form restricting the use of their student's photo.
- C. No pictures of staff members will be used if the staff member has a letter on file with the Director of Business Services requesting their photograph not be used on the site.

### Website Content

Staff members are responsible for the content of their Web page within the District Website, as well as, the content contained in the links provided. If staff members utilize student work, they also have the responsibility of screening content to make certain that the information falls within District Policy and Administrative Guidelines.

Approved: 8/24/05