

OPERATIONAL PROCEDURE

DATE:	February 14, 2001	PR.652 COM: Trustee Web Site Pages
REFERENCE DOCUMENTS:		

Purpose: To provide guidelines about trustee web site pages

1. Each trustee shall have his or her own page on the TDSB Web site at www.tdsb.on.ca.
2. Each trustee is responsible for the content of his or her own page.
3. Content shall adhere to Board policies and procedures. Content shall not contain criticisms of other trustees and staff or statements that could cause the Board embarrassment or liability.
4. Design standards shall adhere to the principles established in the Style Guidelines (Web Site) available on the Principals' Web page of TDSBweb.
5. Trustees may use photographs of students in which individual students are not identifiable.
6. Trustees must take the responsibility of getting written consent from parents or guardians for the use of any photographs in which a student can be identified. For safety and security reasons, it is recommended that trustees use extreme caution when publishing photographs of students on the Web site.
7. The Communications department is responsible for the administration of the TDSB Web site. Identified staff in the Trustees' Services office are responsible for posting all materials to the trustees' individual pages.

Note: This procedure was approved by the Board, February 14, 2001.