

Policy and Guidelines for Fairfield PTA Council Web Site

The Fairfield PTA Council (PTAC) recognizes the value of establishing a World Wide Web presence. The site will:

- assist PTAC in sharing information in a timely manner with all members;
- provide specific information on PTAC, PTA units, the Fairfield School district, and legislative issues affecting children and education;
- provide for improved communication with all PTAC members, the members of all PTA units in the town of Fairfield, parents, school administration, and the community;
- detail PTAC policies, procedures, events and viewpoint, as well as information regarding other educational and PTA matters in the Town of Fairfield.

PTAC recognizes that the information provided on this site must be responsibly developed. Therefore, all information, or material posted must be professional and ethical. The content of a page must be approved by the Communication Committee of PTAC, must conform to the policies of PTAC, and should be displayable and readable with standard web browser software.

PTAC Executive Board members, Committee chairpersons, Delegates, and Unit Presidents are invited to utilize the PTAC website to further their communication goals. The following regulations are necessary and prudent for the smooth functioning of the PTAC website:

Oversight, Review & Authorization

- The content of the PTAC website shall be administered by the Communications Committee which is a Standing Committee of the PTAC and is responsible for overseeing all external communication from the Council.
- The Communications Committee shall act as the editorial board of the web site.
- Each individual who seeks to post material on the web will submit the material to the committee for review and approval via email to: vpcomm@ffldptac.org
- The Communications Committee reserves the right to reject an article, send it back to the author for revisions and re-writes, or to modify, or amend the article in any fashion it deems necessary.
- One of the members of the committee shall be the web site administrator responsible for maintaining and updating all information on the site

Security

- No pictures or personal contact information of children will be posted on the site.
- PTAC Board member phone numbers and email addresses may be posted with the permission of the member.
- PTAC member-only information (such as the directory, by-laws, meeting minutes) may not be publicly available on the website, but may be available if password protected with passwords available only to members.
- Ownership of all files created for the PTAC web site belongs to the PTAC.

Content and Verification

- Each individual who seeks to post material on the web is responsible for its accuracy and timeliness.
- Articles, postings and links must be in alignment with and promoting National, State and PTAC goals, mission and objectives. Personal opinions and comments of the author are not permitted (*see below*).
- No copyrighted material may be posted to any page without the specific permission of the copyright holder. If a copy written work contains language that specifies acceptable use of that work, the author/user should follow the expressed requirements. If the author/user is unsure whether or not they can use a work, they should request permission from the copyright owner before the work is included on the web site.
- It is the responsibility of the author to insure that they have permission to use any links to external web sites that appear within their article and that those sites conform to PTAC criteria. These sites must be reviewed periodically for accuracy and suitability.
- Links to web pages outside the PTAC site must include the following disclaimer: “*The Fairfield PTA Council is not responsible for any information, or content provided by web sites beyond this site.*”
- If it is determined that the content of a linked site is no longer appropriate according to PTAC criteria its removal may be requested, or removed without notice.
- The Communications Committee may establish links to outside agencies that it deems appropriately support the goals, mission and objectives of PTAC.
- All pages are prohibited from containing the following:
 - Advertising material promoting events, or the sale of commercial, or noncommercial products, or services. (exceptions: a) School and PTAC/PTA sponsored programs and events; b) Notices from other non-profit groups that have been approved for distribution through the school system by the office of the Deputy Superintendent of Fairfield Public Schools, which shall be considered on a case-by-case basis);
 - Advertising on behalf of candidates for public office;
 - Classified ads;
 - Requests for volunteers or services by non-profit, or for-profit groups, or requests for donations of money, materials, or services by same. (exceptions: a) School and PTA sponsored programs and events. b) Notices from other non-profit groups that have been approved for distribution through the school system by the office of the Deputy Superintendent of Fairfield Public Schools, which shall be considered on a case-by-case basis);
 - Personal comments and opinions of any kind;
 - Links to personal web sites, or those that are not in line with PTA criteria.

Approved: April 6, 2009