

Publishing Student Work on the Internet

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One of the first steps you should take before publishing information written by your students is to get written permission from your students and their parents for posting their work on line. Even though your students and their parents have signed the Acceptable Use Policy adopted by your corporation, it is another thing to publish students' work on the Internet. Anytime you post written or drawn work created by a student, you need both the student's and the parents' permission to post that work on the Internet.

Because most students are younger than the legal independent age, you need to acquire parents' permission as well as student's permission to publish personal information or projects. Some parents are reluctant to have their child's personal picture and written or drawn projects posted on the Internet. You can assure parents and students that the information being posted will be done in such a way that the student's privacy will be protected.

Your corporation should research and develop a policy for publishing information. Here are some suggested guidelines to use when posting student work:

- **Never use student's last names with their posted project.**
- **Contact person for projects should be the instructor, not the student.**
- **Do not post identifying material on the Internet** such as personal phone numbers, home addresses, and individual pictures with the student's first and last names.
 - Posting class pictures are fine as long as the picture doesn't explain which individuals are standing where in the picture.
 - Class pictures should include at least three or more students if you are including their first names.
 - If individual pictures are posted of students, do not include their names.
- **Avoid publishing personal web pages for students**
If you let one student post their personal web page, you need to post all students' personal web pages. If students want to create a web page, have them make one that is integrating the classroom curriculum with the Internet. Links that students post on personal web pages may not be appropriate for a school web site.

Explain the permission form for publishing student work on the Internet during Open House, Parent-Teacher conference, or when they register for school. Share with the parents the safety steps that you'll be taking to ensure their child's privacy.