

Dear TESD partner,

Thank you for your interest in linking your web site to the T/E School District's official site. In order for us to create a link to your site, we ask that you please read and agree to the following guidelines.

The world wide web is a wonderful communication tool; however, web presence represents our schools, students and staff to a potentially greater audience than any other media. As a result, the T/E School District has a number of student safeguards in place to protect our students on-line.

As stated in School Board Policy and Regulation 6193, the following student safeguards apply to any web page that is a part of or linked to the T/E School District web site:

- Student first name and last initial only may be listed on web pages. At the high school level, student first and last name may be listed with written parental permission.
- Student email address, home address, phone number, or names of family members may not be listed on web pages.
- Web page documents may not include any information that indicates the physical location of a student at any time, other than attendance at a particular school or participation in school activities.
- Web page documents may not include student photographs or video clips, with the exception of distant group photographs.

When developing and maintaining your web site, please keep in mind the following:

- Certain information regarding a student's educational program is considered confidential. Please do not include any information that could indicate whether or not a child is receiving special services of any kind.
- Please refrain from including specific information regarding TESD staff members. Remember that personnel matters are also confidential and that commenting on a staff member could result in legal action being taken against the organization owning the web site.
- Consider obtaining written permission to publish adult names, telephone numbers or home addresses on the world wide web. It is best not to publish personal information without first contacting all parties involved.

We will be happy to link to your site as long as the above guidelines are followed. We reserve the right to remove the link to your site at any time if there is a violation of our policy, regulation or guidelines. For additional information, please visit the T/E School District web site at [www.tesd.net](http://www.tesd.net) and review Policy 6193 and Regulation 6193 by going to "District Information" and then either "Policies" or "Regulations".

Please feel free to contact us if you have further questions.

Sincerely,

Robin McConnell  
T/E School District Technology Manager

Chris Connolly Bakker  
T/E School District Public Information Specialist/Web Site Specialist