

DEERFIELD COMMUNITY

CODE: 852.1

SCHOOL DISTRICT

DATE OF ADOPTION: 12/15/08

DISTRIBUTION OF ELECTRONIC AND PRINTED MATERIAL

Goal Statement

It is the goal of the Board of Education to manage access to students and staff by individuals and groups for the purpose of distributing information.

Policy Statement

The Board of Education recognizes that communication needs exist that benefit the operation of the schools and are consistent with the philosophy and mission of the school district. Such communications may be disseminated with minimal review and approval. Information deemed by the administration to be appropriate or beneficial to the targeted audience and consistent with the school district philosophy and mission may be distributed.

The Board of Education also recognizes that students and staff could be considered a readily accessible source for the distribution of information that neither benefits the mission of the school district nor school district programs. Such information shall not be disseminated within the Deerfield Community School District or on school grounds.

The District Administrator is responsible for establishing procedures to carry out this policy, and for the assessment of all materials to determine whether distribution or dissemination will be allowed. Materials that have not received prior approval may be removed from circulation and destroyed.

Parties given permission to distribute materials must supply their own copies for distribution and organize them in a manner that minimizes the time involvement of school personnel and students. Materials will be distributed at times and places that do not interfere with the educational process. Materials must identify the sponsor and be presented in such a way that does not mislead or confuse as to school endorsement or sponsorship.

The Board of Education recognizes that electronic mail (e-mail) is used by various entities to distribute information in the district. Such distribution is managed under Board of Education Policy 363.3 - Guidelines for Technology Resource Use for Students. Information to be distributed via electronic mail using district technology also is subject to management by the administration under this policy.