

Guidelines for Communications to be Posted on Virtual Backpack

Pursuant to school board policy 8:25 and administrative procedure 8:25, *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*, the following are guidelines to post communications on Woodland School District 50's Virtual Backpack:

- No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, (4) be defamatory, obscene, vulgar or indecent, (5) profit a single individual or company, (6) items of commercial value (ex: coupons, sale flyers, advertisements, etc.) are not permitted unless as part of a current park district affiliation, or (7) direct solicitation letters to students, families and/or staff members.
- All flyers must be non-commercial, non-profit, non-sectarian and non-political. Distribution of materials for commercial organizations will not be permitted.
- Activities should not conflict with school-supported efforts already in place.
- All activities or information must be appropriate and pertaining to student offerings and opportunities. Activities should relate to an educational function, event or purpose, or relate to an agency that offers widely appealing recreational program options for students.
- All communications to be posted must be approved through the Superintendent's Office and submitted no later than Tuesday at 12:00 pm to be posted for that week.
- Communications approved will be posted no more than 4 weeks in advance of a scheduled event.
- Communications will be posted by the close of business Thursdays from August 15 – June 15.
- Materials from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.
- Woodland School District 50 neither recommends nor endorses the programs or organizations posted on Virtual Backpack.