

TITLE: LAUSD Website Development and Management Policy

NUMBER: BUL-2424.4

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POLICY: This Bulletin provides the procedures, requirements, and responsibilities for schools and offices when using websites to communicate District information.

This policy is applicable to all non-public (internal) and public websites created or managed by LAUSD schools and offices including:

- Comprehensive Pre-K Schools
- Elementary, Middle and High Schools
- Charter Schools Division
- Continuation Schools
- Occupational Centers
- Options Schools
- Special Education Centers
- Region Offices
- Any other office, Division, Department, Branch, or project team that uses websites to provide official District information.

MAJOR CHANGES:

This Bulletin replaces BUL-2424.3 dated August 11, 2016. Besides the name change of Information Technology Division (ITD) to Information Technology Services (ITS), additional changes include:

- Migration from School Loop, Educational Network, WIX, Word Press, Weebly, Google and other website hosting platforms to District approved Content Management System (CMS)
- Required registration of website
- New roles and responsibilities for Content Managers
- Require Content Managers who are Non-LAUSD employees to request Single Sign-On (SSO) accounts.

ROUTING
All Employees
All Locations

GUIDELINES:

I. Website Request and Registration

Principals, School Administrators, or Office Managers are to submit access requests via Remedy to be granted access to the appropriate CMS. ITS will be responsible for granting access to the appropriate CMS. Solution Technicians will assist school sites with initiating the registration process for a new website. Service requests are to be submitted using <https://www.lausd.org/WebsiteRequests>.

Every school and/or office must provide the name of at least one (1) other contact person, besides the Principal, School Administrator or Office Manager, who will be the Content Manager. The Content Manager will be responsible for registering their website, managing the web content, ensuring the content’s accuracy, relevance, and ADA compliance, and updating the site at **least quarterly**.

LAUSD Content Managers can visit the ITS Website Services page at <https://www.lausd.org/WebsiteRequests> to submit their website registration and/or support requests.

If Content Manager is a non-LAUSD employee, then refer to Section II.

II. Non-LAUSD Content Managers

Non-LAUSD employees, such as a contractor, may serve as Content Manager but will require an SSO account. If these individuals do not have an existing account, they can apply for a new SSO account through <https://oneaccess.lausd.net>

A volunteer (e.g., Parent or Community Member) may serve as a Content Manager at a school site. Approval is required by the Principal and/or Site Administrators prior to submitting their request at <https://oneaccess.lausd.net>.

III. Domain Name Registration and Responsibilities

Custom domain names can create a more user-friendly way to access websites but are also at risk of being hijacked or misused. Domain and subdomain names for all websites must include “lausd.org”. Content Managers may request user-friendly domain names that follow the District’s naming convention, such as:

School/Office	Naming Convention	Example
Divisions and Offices	lausd.org/division name	lausd.org/DOI
School (subdomains)	Schoolname.lausd.org	VanNuysHS.lausd.org

Content Managers must register any prior domain name(s) created for use by their school site or office and monitor expiration or renewal dates to ensure links using the custom domain name(s) only connect to District content. New domain name purchases will not be allowed unless approved by ITS.

Content Managers shall only use their District contact information and email address to register District domain names. Personal websites and domain names must never be registered with District credentials including email address. Unapproved CMS; unregistered; and/or “orphaned” websites or webpages may be blocked on the District’s network.

IV. Website Accessibility and Compliance

Sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 mandate that websites used by an agency that receives government funding must ensure the content is universally accessible, including by those with disabilities, including blindness, deafness, limited cognitive functioning and other disabilities. Anyone responsible for managing content for any page affiliated with the District’s website must be familiar with the guidelines set forth by the ADA pertaining to website design and compliance.

These include, but are not limited to:

- Ensuring all multimedia (e.g., videos, simulations, animations) contain a transcript or closed captioning.
- Providing a description of any image that is considered essential content accessible to screen-reading software.
- Ensuring that electronic file attachments or uploaded content are formatted properly and accessible by screen-reading technology (e.g., Word documents, PDFs, PowerPoint presentations, Excel spreadsheets, etc.).

For guidance regarding accessibility, refer to:

- LAUSD Comprehensive ADA Compliance Training found on [MyPLN](#)
- [Office of ADA Compliance / ADA Compliance Toolkit](#)

The Office of ADA Compliance (ADAC) and ITS will collaborate to develop additional training materials and guidance as needed.

Principals, School Administrators and Office Managers are accountable for approving all content published on their websites and will be issued Notice to Correct and given 30 days to address any issue related to non-compliance with this policy.

Websites or domains that do not comply with this policy may be blocked on the District’s networks.

V. District Approved CMS

The District previously approved certain CMS hosting platforms for school and office use. These platforms provide tools and templates to ensure that websites are secure and compliant with current regulatory requirements. Content Managers will only be allowed to create and publish websites on the District approved CMS platforms.

Websites published prior to the date of this policy must be migrated to the District approved CMS by end of May 2024. This includes school-based newspapers.

Websites hosted on unapproved CMS platforms may be blocked on the District's network.

VI. Website Publishing and Maintenance

Content Managers should be granted access to all their respective website content and actions including creating, editing, publishing, archiving, and deleting content so they can perform maintenance on their websites at least quarterly.

AUTHORITY: This is a policy of Information Security.

RELATED RESOURCES: [BUL-046982.1 Compliance with Title II of the Americans with Disabilities Act \(ADA\)](#)
[BUL-4692.9 Section 504 of the Rehabilitation Act of 1973](#)
[BUL-4569.2 Reasonable Accommodation for Employees/Applicant with Disabilities](#)
[Special Education Policies and Procedures Manual](#)

ATTACHMENTS: Not Applicable.

ASSISTANCE:

ADA/Accessibility Concern	Office of ADA Compliance / ADA Compliance Home
Access Request	IT Webservices / List of Services
Website Registration	IT Webservices / List of Services
SSO Request (Non-LAUSD)	https://oneaccess.lausd.net
Employee Web Resources	https://www.lausd.org/webaddress