

WEBSITE DESIGN AND MAINTENANCE

The district's website is an opportunity to make parents, students, and the community aware of school, classroom, and student activities. The website also helps foster open communication between these groups.

The management of any website is critical to ensure quality and proper posting of information. All information developed for the school district must be approved by the district's Communication Specialist for accuracy, who will consult with the Superintendent as needed.

Creating a Teacher Webpage

Teachers, coaches, and group leaders are encouraged to make webpages. With the approval of the Superintendent, teachers may establish webpages for use with class activities or to provide an educational resource for students, their parent or guardian, and/or other teachers. Teacher classroom webpages may provide a parent or guardian with pertinent information such as classroom curriculum, student achievement, class schedule, homework, newsletters, student projects, etc. Teachers shall be responsible for maintaining and keeping their sites current.

Recommended Items on Teacher Webpages

- Contact Information - include email address and mail box number
- Classroom Rules
- Course Overview
- Teacher's Professional Background
- Class Calendar
- Upcoming Events
- Student Work
- Links to Curriculum Websites
- Copyright statement and your name
- Last updated Date
- A link to the District Home Page
- Anything else teacher deems appropriate

Student Safety and the World Wide Web

The content of webpages will be consistent with the goals of the school district in an effort to keep the public informed and to aid in the success of educational efforts. At the same time, every effort will be made to ensure and protect the privacy of all involved in our school, and must comply with the requirements of federal and state laws and regulations concerning student records (see policy 5500 and regulation 5500-R).

- Webpages shall not contain personal contact information about students, their family/and or friends. Personal contact information refers to home address, telephone numbers, home e-mail addresses, etc.
- Student photographs will appear on webpages unless the Parent/Guardian files an objection form in the Principal's Office.
- Original student work shall be published on webpages only with permission.

Accountability

All webpages on the district's server are property of the district. Webpages shall be deleted when a teacher leaves the school district. The Superintendent will use discretion when removing pages from the district site.

All subject matter contained on webpages must relate to curriculum, instruction, school activities, or general information that is relevant and appropriate. Webpages for individuals or organizations not directly affiliated with the district are not allowed.

Any links to other websites by students and staff must be approved by the Superintendent.

Cross-ref: 5500, Student Records

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