

# CVSD Classroom Web site Publishing Guidelines & Agreement

The primary purpose of the Central Valley School District system of Web sites is to communicate information to various internal and external audiences. The focus of a classroom Web site created by a teacher is to enhance communication with parents and students. In order to support district policies and maintain consistent communication, the following Web site standards and publishing guidelines have been developed. These guidelines are established for classroom Web sites and are expected to be followed.

Teachers or other staff may create CVSD Web pages for use in class activities or to provide a resource for parents, other teachers, and/or staff members. Staff publishers will be responsible for maintaining and keeping their online class or educational resource sites updated. Staff Web pages must reflect positively upon the district, department and school. The building's Web Coordinator acts as a consultant for the school's Web site.

Each staff member who becomes a publisher on the CVSD system of Web sites must read and understand all Board policies, network rules, and guidelines affiliated with appropriate use and Web publishing. Each must have a signed **Staff Electronic Information Systems (Networks) Acceptable Use Policy** on file.

All content published via the CVSD network on a classroom Web site must comply with the following:

1. All publications must comply with all state, federal, and international laws concerning copyright, intellectual property rights, and legal uses of network computers.
2. All publications must comply with Board policies, Administrative Procedures, these Web Publishing Guidelines, and other District procedures providing for specific levels of online publishing.
3. **All pages must reflect/support educational goals.** This means that all school and staff web pages should clearly demonstrate the connections to educational projects, activities or goals.
4. **Web pages shall not display personally identifiable or identified student pictures or names unless parent Directory Information Release has been verified** through the Student Information System (SIS). Web pages shall not contain the personal address, e-mail address or phone number of students.
5. Web Publishing
  - a. Content Expectations:
    - All aspects of the Electronic Information Systems (Networks) Acceptable Use Policy are applicable.
    - Correct grammar and spelling are expected. All information must be verifiable.
    - Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
    - Relevant referencing dates are required on all publications.
  - b. Web Graphic Standards:
    - Consistent font size for page content and for page headings is encouraged.
    - Publications should be high quality and designed for clarity and readability. Forms, reports, newsletters and PowerPoint presentations should be attached (and labeled) as PDFs (e.g. pdf).
    - Flashing or animated graphics or colored fonts may be used on teacher sites but are not encouraged as they detract from the primary function of the site as an information source for users.
    - Page text and photos are best presented on white background to enhance readability.
  - c. Web Maintenance:
    - All parts the site should be reviewed regularly. This review should occur at least quarterly.
    - Events and information are to be kept current.
    - Links are to be monitored to ensure that they are active, accurate and appropriate.
    - Teacher sites should be prepared for summer break with information parents will be looking for as the start of following school year approaches such as school supply lists, etc. Teacher sites should also be prepared for the new school year when the teacher returns from summer break.
6. Any use of inappropriate, obscene or inflammatory language will result in loss of network privileges.
7. Links to other Web sites must contain appropriate and educational materials and information.
8. Games or links to games must be educational in nature and related to the state EALRs, school district frameworks and/or national content standards.

9. The following use of the Central Valley School District Web site, its extensions and resources are prohibited:
- Use for the pursuit of personal or financial gain
  - Personal use
  - Commercial advertisement links
  - Posting political messages
  - Posting personal opinions or other commentary contrary to or not in alignment with school district policy and/or messages

Each teacher is responsible for the content portrayed and maintenance of her/his classroom Web site. The building Web Coordinator and District staff reserve the right to remove/edit content and/or disable published pages and/or Web sites in violation of these guidelines until such time as the teacher brings the site to current standards.

Any staff member with Web site permissions to develop/maintain a classroom Web site must successfully complete in district Web site training and sign the Classroom Web Publishing Agreement.

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I have read and understand the above guidelines and requirements. I understand that lack of compliance may result in loss of Central Valley School District Web system privileges and, depending upon the level of infraction, could result in further consequences.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

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School

\_\_\_\_\_

Date

\_\_\_\_\_

Training Completion Date

*Updated: November 3, 2008*