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# **AECSD Website Guidelines**

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The availability of Internet access in AECSD Schools provides expanded educational opportunities for our students. Teacher web pages are public documents welcoming the outside world to the classroom and linking students and staff to outside sources of information. Teacher Guidelines are required in the construction of school web pages to ensure that information on the pages is appropriate for any school community member or Internet user.

## **Responsibilities**

Teachers posting to the district-approved servers are responsible for meeting the guidelines in this document. These guidelines cover management of content, and format of teacher web pages. The teacher is the only person authorized to create, edit or upload files to the server. The teacher is solely responsible for the content of their web site and must not share their username and password with students or any other person.

## **Requirements**

### **Home Pages**

- Teacher/Classroom/Grade Level/Content Area " Home Pages" shall be located on district-approved servers.
- Official District web pages will not be located on any external web server.
- Teachers will use the district home page template ("Header Navigation Bar" with district links) to create their home page.
- Subsequent web pages may link within the teachers' pages.

### **Safety**

- No web page content should allow people accessing the page to contact any student directly.
- For a student's name, picture or work to appear on a classroom web page, proper consent must be obtained from their parent or guardian.
- Links or references to personal home pages for students or staff are **not** permitted.
- Site layouts, floor plans or any map-like images that depict school district building layouts are prohibited.
- Staff members should keep their personal information to a minimum.

### **Copyright**

- The author of the Web page must follow all applicable copyright and fair use laws pertaining to the usage of text, images, sounds, and hyperlinks to other web sites/pages.
- Copyright may be claimed by the author for their original work.
- Staff members are to consult with Library Media Specialists or staff developers with questions or concerns.
- \* See copyright and fair use documents

## **Training**

- It is the responsibility of the school staff member to obtain the training necessary for creating, troubleshooting and maintaining web pages.
- Staff members may utilize any of the following staff development resources to aid in the development of their web presence: individual or group meetings with a technology staff developer; district conference day or building supported workshops; district supported online documents and tutorials.

## **Content Standards**

- Documents may not contain objectionable material or point directly to objectionable material.
- All subject matter on web pages and their links must relate to curriculum and instruction or school-oriented activities. The web site may not be used as a forum to advance your own personal beliefs or causes. Some examples include, but are not limited to, references and/or links to commercial, social, religious or philosophical organizations outside the scope of the curriculum.
- All documents, information and links on district-approved servers must conform to current School Board Policies and Regulations concerning computer usage and selection of instructional materials.
- All web site material must be free of any spelling or grammatical errors.
- All web page information and links should be kept accurate and timely, with the most current information and a last revision date.
- The site organization should use a consistent format (header, navigation and information sidebars). Background and color schemes should be consistent. Graphics should be content appropriate, sized for optimization, free from copyright restrictions and kept to a minimum.

## **Web Standards**

- Web pages should be designed to load quickly.
- Text should **not** be underlined so as not to be confused with hyperlinks. All hyperlinks should be easily identified and logically structured.
- All pages should have a link back to the appropriate "Home Page".
- Downloadable files should be made available in multiple formats when possible (.doc, .rtf, .pdf .cwk).
- District files should follow the districts naming structure and, at a minimum, be available in PDF format.
- Reasonable efforts should be made to create web pages that possess a high degree of usability for people with disabilities.

***These guidelines will be evaluated and updated as needed in response to the changing nature of technology and its applications in the AECSD.***