



Winchester Public Schools

Web Publishing Guidelines for Staff

District, school and teacher web pages provide educational opportunities for students, teachers and the community by showcasing information relating to the district, the schools, curriculum, instruction, school-authorized activities, and other general information relating to the district and its mission. Staff members may voluntarily create and publish web pages on the School District's Website, provided that the material published is for educational purposes only.

Please adhere to the following guidelines when publishing.

- Each teacher is responsible for his/her website including the content and updating of information posted on the teacher's homepage.
- No identifying student content; for example, pictures with identifying characteristics, names, addresses, phone numbers, and email addresses. Only high school students' first names are to be used when identifying work. Elementary and middle school students' names will not be posted. Student aliases can be used if the teacher so desires.
- Parental permission must be obtained for the publishing of student work at the high school, middle and elementary.
- Published documents cannot include the following personal information: personal phone numbers, addresses or personal email addresses for student and staff. Staff will be identified by name, school, grade or position and district email address.
- Web pages should be designed for clarity, easy navigation (left side); readability and strive for high quality in both style and presentation.
- The pages will have a congruent format established by the district.
- Web pages must link back to appropriate points on the district or school web pages.
- Web pages may not contain business advertising or be used for commercial purposes.
- Any page that leaves the WPS website must have this disclosure statement:

Links to Third Party Sites

Links in this area will let you leave the school district site. The linked sites are not under the control of the district, and the district is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. The district is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of the site by the district.

- Links from any pages on the district, school or personal web site to any personal pages that individuals may have with other Internet Service Providers, to personal matters including any political or religious affiliation or to commercial concerns and/or ventures of faculty, staff, parents or students are not permitted.
- Server space and network performance must be considered when developing and publishing web pages. Large graphics and/or multiple graphic images should be kept to a minimum.

- Publications including text, images, sounds, and hyperlinks to other websites must include a statement of copyright when necessary and appropriate, and must indicate that permission has been secured when including copyrighted materials. <http://home.earthlink.net/~cnew/research.htm>
- Post the date of the last update and web pages should be maintained on a regular schedule. This includes checking to make sure the links on your website still work. If the web page has outdated material and no changes made over four months the site will be taken off line until the teacher notifies the Ed Tech Department of future intentions.
- First Class/Home Page Construction Kit is the only vehicle used by the district to upload web sites. Other web authoring programs may be used but the uploading process is done through the First Class server.

I have read my responsibilities and will adhere to the district web publishing guidelines.

Teacher's signature

Date

Teacher's printed name