



## **ADRIAN PUBLIC SCHOOLS Policies and Regulations**

**NEPN Code: GBQ-R**

### **Personnel**

### **Website Use – Administrative Procedures**

#### **I. Teacher Responsibilities**

Your classroom site can be a tremendous communication tool with the public. Parents and the general public are logging in at an ever-increasing rate. Your dedication to keeping the site current will have a positive impact for your students and families. Some guidelines for website content:

- Each staff member is responsible for the content of his/her website
- Include your name and school name, address and phone number at the bottom of the page with the best way to contact you. Do not publish personal contact information on your classroom page.
- Update your website frequently. A daily update will let viewers know that you are sharing the most recent information regarding assignments and expectations of your classroom.
- Be sure that correct spelling and grammar are used.
- Use the same etiquette you would use in talking with someone in person. Be careful when you use humor; without face-to-face communication, your joke may be misinterpreted or viewed as criticism.
- When quoting a resource or person, attribute the quotation to its author or source.
- Posting student's work or photos must be approved by the student's parent. Be sure that a Student Photo Release has been signed. A student's full name is not to appear on the website.
- Student work referring to personal situations should not be published on the web.
- All copyright laws must be followed. Do not publish copyrighted images, music or text without permission from the copyright owner.
- Links to commercial sites (like Amazon, Ebay, etc.) should not be made. Links should be for educational value only and should be relevant to what is being taught.
- Email links are only permitted to district or staff email addresses. Links to teacher/student /parent personal emails are not permitted.
- Do not share your log-in with helpers (parents or students).
- Blogs must be positive in nature and relate to classroom subject, education resource materials, or building or district events.
- The superintendent or designee reserves the right to edit and even deactivate a staff member's site if it is deemed inappropriate.

## **II. Design Standards**

In order to make our entire district site continuous in design, Google Sites is the software to be used. Some specifics to be included on your site:

- Use Google Sites to create your classroom web page. This is a cross-platform product that will allow your pages to display equally in any browser and on any computer.
- You may link to other interactive classroom pages already constructed such as Google Classroom.
- Include a date when the site was last updated.
- Include a link back to <http://www.adrianmaples.org>
- Include the site name on your homepage.
- Include your district e-mail address for feedback.
- Post documents in pdf format. This helps prevent the spread of viruses and makes your document universally acceptable.
- Large images, sound files, flashy graphics, computer-specific fonts, and bright hard-to-read backgrounds should be avoided. Consideration should be given to load time and selection of fonts, graphics, photos and video clips. Not all viewers have a high-speed connection and the same computer that you do.

## **III. Disclaimers**

You may use the following types of disclaimers on your site:

- Opinions expressed on this page are those of the individual author(s) and are not necessarily held by Adrian Public Schools.
- Adrian Public Schools complies with copyright laws.
- Adrian Public Schools is not responsible for content on any site not housed on our servers. Furthermore, we have no control over external links supplied on any site we suggest here. While every effort is made to ensure that links supplied are suitable for all ages, parental supervision is advised. If you find that a link supplied is unsuitable, please email us and we will review it for appropriate action.

Adopted: November 2, 2009