

# Hopewell Valley Regional School District

## Web Page Creation Guidelines

The Hopewell Valley Regional School District encourages administrator, faculty, and staff contribution of web pages as part of our school district's presence on the World Wide Web. The following describes the Hopewell Valley School District guidelines for the creation, publication, and maintenance of web pages. While we understand that, as professionals, teachers can usually discern very easily what is or is not appropriate for a school-sponsored web page, we have developed guidelines to help all users understand what the district policies are regarding the creation, publication and maintenance of web pages. These guidelines are as follows:

### **Subject Matter**

All subject matter on district web pages should relate to curriculum, instruction, school-authorized activities, and/or general information that is appropriate and of interest to others. Therefore, personal web pages or home pages for other individuals or organizations not directly affiliated with the Hopewell Valley Regional School District are not appropriate. Work may be published only as it relates to a class, course or other school-related activity.

### **Responsibilities**

1. Staff members are to use OnCourse web page creation resources to create and host their web pages. Web pages can also be created with Google Apps for Education to which HVRSD subscribes.
2. All staff members will maintain a presence on their webpage in the OnCourse Student Information System that will include at minimum your name, courses taught and contact information.
3. All web pages on Hopewell Valley Regional School District fileservers and/or subscribed hosts are property of the Hopewell Valley Regional School District. Web pages will be deleted when an administrator, faculty or staff member is no longer employed by the school district unless prior arrangements have been made with the Educational Technology Office.
4. Accuracy and content appropriateness of school and departmental web pages is the responsibility of the principals/department supervisors. If clarifications and/or corrections are necessary, the principal/department supervisor should consult the webmaster(s) of that particular building or contact the creator of the web page(s) in question. Likewise, if the web page creator is unsure of the acceptability of some of the page contents, the department supervisor or principal should be consulted before publication.

### **Establishing a Web Page**

1. Staff have immediate access to their required OnCourse web site by logging into OnCourse with the appropriate credentials. OnCourse web page training has been and will continue to be offered to faculty and staff and requested. This can be done through the Help Desk.
2. Staff accounts for Google Apps for Education includes Google Sites for creating web pages. In addition to the required OnCourse web presence, this can be used as well.
3. Other outside web page resources can be used with principal/supervisor and Educational Technology Officer approval. Submit a Help Desk request for this.

## **Content Standards**

1. All web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly to objectionable material and conform to the Hopewell Valley Regional School District Guidelines for Responsible Computing.
2. All web pages should be informative, accurate and up-to-date! Out-of-date web pages may be deleted from the web server(s).
3. All web pages should exhibit careful planning and be attractively presented! To aid with this, all web page creators will:
  - Participate in a web page design PDAC coursework during the year, and/or
  - Work in collaboration with one or more of the building-based technology specialists, the Supervisor of Technology or the HVRSD Webmaster and/or
  - Attend district or building-based web page design activities and workshops that are periodically scheduled throughout the school year and summer.
4. Web page documents may NOT include the following student information: Full student name (although first name and last initial are acceptable), home phone number, address, and email address. Full student names are permissible only when parent permission is granted. Student pictures are also allowable with parent permission. Check the student's Publicity Consent tab in Infinite Campus. Web page documents may not include any information that indicates the physical location of a student at any given time, other than attendance at a particular school or participation in activities such as athletics.
5. Web page documents may NOT include the home phone number and/or address of any administrator/faculty/staff. Pictures and name of staff can be posted only with their permission.
6. Somewhere on the web page, there must be a link that returns users to the creator's school web page.
7. Before final publishing, the accuracy of all hyperlinks must be checked. There should not be links to other web pages that are not yet completed.

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