

Teacher Website Guidelines

Web Page Development Policy for MISD Teachers/Staff

Teacher/staff web pages are public documents welcoming the outside world to the classroom. Guidelines are required in the construction of school web pages to ensure that information on the page is appropriate for any user to access.

Responsibilities

Teachers/staff are responsible for meeting the guidelines in this document. The guidelines cover management of content and responsibility of information being posted. Teachers/staff must ensure that all links are functional, up-to-date and linked correctly to their site pages. The teacher/staff is the ONLY person authorized to upload files and/or update pages within their website. The teacher/staff is solely responsible for the content of their website. Do not share your website access with anyone.

Requirements

Classroom web builder accounts will only be issued to teachers/staff who have met the following criteria:

- attended the complete “Website Builder” training session
- signed the Website Guidelines policy

Communication Links

Teachers/staff may not post any content on their pages that would allow people to contact a student directly. Communication may only be directed to the classroom teacher or staff member. Web home pages must contain a link (mailto:) to the classroom teacher/staff. Teacher/staff contact information should be posted as a convenience to parents.

Advertisements

Teacher/staff web pages may not contain advertisements of any kind.

Identification of Students

Teachers/staff should proceed with caution and sensitivity in this area. The Children’s Internet Protection Act (CIPA) does not allow us to post identifiable information for any student to the web. You cannot post a picture on any web page along with student names. Filenames for pages/images should be checked to ensure that students’ names do not appear (ex: asmith.gif)

Personal Home Pages

Personal home pages for students and/or staff members are not permitted. Linking to a student’s or staff member’s personal web page on an external site is not permitted (web page, twitter, facebook, etc). All links on all pages must be of an educational nature.

Respecting Copyright

Copyright must be respected. You cannot post copyrighted materials without the author’s permission.

Claiming Copyright

Copyright may be claimed by the author for the original work. In most instances, you may contact the author via email and request use of their material. You will need to site your source/the author on your web page.

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Content Standards

All subject matter on classroom web pages and their links must relate to curriculum, instruction, and/or school-oriented activities. Teacher/staff web sites may not be used as a forum to advance personal beliefs or causes. Some examples include, but are not limited to, references and/or links to commercial, political, social, religious or philosophical organizations outside the scope of curriculum.

Quality

All work must be free of any spelling or grammatical errors. Documents may not contain objectional material or point directly to objectional material.

Student Safeguards

These guidelines are established in the interest of protecting students:

- Documents may include only the first name and initial of a student's last name unless the parent/guardian has given written and dated permission to use a full name.
- Documents may not include a student's phone number or address or the names of other family members or friends.
- Published email addresses are restricted to staff only.
- No pictures, video, or audio clips of students will be published without written and dated permission from the student's parent/guardian.
- Student work may only be published when it relates to a class project, course, or school-related activity. Student's name may not be linked/posted alongside their published work.

Updates

Content on all web pages must be updated within a timely manner.

Technical Standards

In the interest of maintaining a professional web site, image sizes should be reasonable and fit appropriately on the web pages. Teachers/staff must always post "pdf" documents as opposed to the original document format (docx, pages, etc). All web pages will reside within the district's web system. The district webmaster can answer any questions about the directory structure of teacher/staff websites. Teacher/staff websites will be monitored to ensure websites follow guidelines and are fully functional.

These guidelines will be evaluated and updated as needed in response to the changing nature of technology. The District reserves the right to remove any web page and/or web link deemed inappropriate or contrary to District policies.

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I have read and understand the guidelines for MISD teacher/staff web page development.

Teacher/Staff Name (please print): _____

Date: _____ Campus: _____

Teacher/Staff Signature: _____