

Web Site Content

The purpose of District sponsored web sites is twofold: (1) to make parents, students, and the community aware of school, classroom, and student activities, and (2) to foster communication among those groups. Teachers, coaches and group leaders are encouraged to make web sites. Here are some guidelines to follow.

Creating a Teacher Web Page

With the approval of the building principal and the web coordinator teachers may establish Web pages for use with class activities or to provide an educational resource for students, their parent or guardian, and/or other teachers. Teacher classroom Web pages may provide a parent or guardian with pertinent information such as classroom curriculum, student achievement, class schedule, homework assignments, weekly overview, newsletters, student projects, etc. **Teachers shall be responsible for maintaining and keeping their sites current.**

Recommended on your page.

- Contact information including email address and mail box number
- Mission statement of teacher
- Classroom Rules
- Course Overview
- Professional Background
- Class Calendar
- Upcoming Events
- Student Work
- Departmental and organizational information.
- Links to curriculum web sites
- Copyright and your name
- Last updated date.
- A link to the District site or Back to school home page

Student Safety

- Web pages shall not contain personal contact information about students, their family, and/or friends. Personal contact information includes home address, telephone numbers, home e-mail address, school address, work address, etc.
- Students shall not be identified on Web pages.
- Student photographs shall appear on Web pages only with **written parent** permission. Photograph captions shall not include the last name of students when appearing on Web pages.
- Original student work shall be published on Web pages only with their permission.

Accountability

All Web pages on the District's server are property of the School District. Web pages shall be deleted when a teacher leaves the school/district. Any page may be removed at the discretion of an administrator or web coordinator. All web pages must meet the Acceptable Use Policy put out by the Averill Park School District.

All subject matter on web pages must relate to curriculum, instruction, school activities, or general information that is relevant and appropriate. **Web pages for individuals or organizations not directly affiliated with the District are not allowed.**