

Edmonds School District School and Classroom Web Publishing Guidelines

Pages posted on the District websites are a reflection of Edmonds School District and therefore should be presented in a professional manner and support the educational goals of the District. The content of web pages should convey relevant information about the district, school, or classroom programs.

1. Responsibility

- School websites and all that they contain are the responsibility of the principal and the teacher maintaining the site.
- Pages may be reviewed and changes may be required to meet District rules.

2. Purpose

- All pages must be curriculum or school related.
- No personal student or staff homepages are allowed on District websites.

3. Required Information

- All pages must link to the district - <http://www.edmonds.wednet.edu>
- District expectation is that copyrights law will be obeyed. Use copyrighted graphics, text, etc. only with permission and credit all sources.
- School Web pages must also include:
 - Home page with name of school, address, office phone number, and hours of operation
 - E-mail contact for questions or to report problems with the website
- Classroom or Program web pages must also include:
 - Teacher's name and grade level/program title on the home page.
 - Contact information (e-mail and/or voice extension)
 - A link back to the school home page

4. Publishing Student Work

- Parent permission is required to post students' names, student work, or identifying photos of students. (See consent form)
- Teachers must keep consent forms for as long as the student work remains on the website

5. Internet Links:

- Carefully select for relevance to curriculum and appropriateness to school setting. (Check at least 3 links deep to make sure the site remains relevant.)
- Include brief description of the site or its intended use.
- Link to sites without advertising if possible. Note advertising with the following statement:
Site contains advertising
- Check and remove or replace broken links and update on a regular basis.

6. Web Standards:

- Pages must load quickly.
- All pages must have correct spelling and grammar.
- Sites must provide accurate and up-to-date information (regularly update time-sensitive information)
- Advertising on District or school web sites is not allowed.
- Content is worthwhile. Emphasize content over glitz.
- Make pages easy to read (good contrast with background...)

Other Considerations:

School web pages may include:

- Vision and mission statements
- Announcements - awards, school news, events...
- Calendar and schedules
- Staff pictures and information(with staff consent)
- Staff contact information - schedule, extension, e-mail address, position
- Links to classroom, library, and department home pages
- School profiles

In order to reduce time spent on updating the website, it is recommended that schools link to the district site for information such as the calendar, lunch menu, and school profiles.

Classroom or Program web pages may include:

- Information about the educational program
- Classroom projects and student work
- Supply lists
- Links to other web sites relevant to the educational program in the classroom
- Assignments
- Class lists (first names only without parental consent)
- Classroom procedures and schedules