

SUDBURY PUBLIC SCHOOLS THE DEVELOPMENT AND USE OF WEB PAGES

PURPOSE

The World Wide Web has challenged educational institutions to examine their practices and uses of technology and the Internet. In response to those challenges, the Sudbury Public Schools have examined the purpose of the Internet as both a communication and an instruction tool. As a result of this review, we believe that web pages are an important tool for extending home - school communications and building upon our already powerful parent partnerships. We also recognize that our communications extend far past the homes of our families and into the community, the country, and the world. Sharing information about our schools is a source of pride for the faculty and staff of Sudbury Public Schools. Motivated by the belief that many outstanding educational experiences happen every day in our classrooms, we seek opportunities to communicate in as many different ways as often as possible. The development of powerful Web Pages will facilitate this goal.

Web Pages not only support our communication efforts externally, they compliment the development of our curriculum. We regard Curriculum Web Pages as an opportunity for teachers to communicate on a more personal level the heart of their teaching and classroom experiences. Curriculum Web Pages are an effective, time-efficient way to direct students to appropriate, content-rich Internet sites that support classroom content. In addition, parents can use sites to direct their children to high quality Internet content and to gain access to "school" beyond the scope of traditional hours.

CONFIDENTIALITY

The Sudbury Public Schools are committed to providing a safe and respectful school community environment. Towards this goal, the use of students' names or pictures will be prohibited. In addition, documents may not include a student's e-mail address, phone number, mailing address, names of family members, or names of friends.

The publication of student work will only occur in the instance that parental permission has been obtained through the District's "acceptable use" form. Decisions on publishing student work are based on the supervising teacher and the building principal's judgment. At no time will posted work display the student's name.

Published e-mail addresses are restricted to staff members or to a general group e-mail address where e-mail is forwarded to a staff member. Staff member's e-mail addresses will not be published without their permission.

INTERNET WEB SITE GUIDELINES

The district's web sites provide information about school curriculum, instruction, activities, and other information relating to each school. Each school's site is maintained by a web team consisting of a district coordinator and building representatives. Creators of web pages need to familiarize themselves with, and adhere to, the following procedures and responsibilities.

Content Standards

The school principal, or designee is responsible for school web page approval, in consultation with the school web team member and district webmaster. All web pages

must be well-written, and free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to objectionable material.

Subject Matter

Subject matter on web pages should relate to curriculum, instruction, school activities, and general information that is consistent with the district's mission.

District and School web pages are designed to provide info regarding philosophy, practice, demographics, and school data. The development of staff pages that provide curricular information is encouraged. Staff members should not include personal information in a school or district web site. Staff or students may not publish personal home pages as part of a school or district web site. A staff member may add a link to a personal home page at their discretion. E-mail addresses of staff members maybe included at their discretion.

Any staff member who creates a page that includes links to pages outside a district site must preview the outside pages for inappropriate or objectionable content. The district reserves the right to remove any pages with links to objectionable material at any time.

Technical Standards

All web sites should be created with software licensed to the district. Any sites created with other software will not be supported by the District webmaster.

Each page should contain certain elements for purposes of general consistency, such as similar backgrounds, colors, and fonts. There should be appropriate links provided to help users navigate the site. All pages must be given names that clearly identify them.

Web sites should be compatible with commercially available browsers. Pages should not contain so many graphics, sounds, or movies that the page takes an inordinate time to load. A general guideline is that if a site takes longer than approximately one minute to load with a 56k modem, the graphic or multimedia content needs to be scaled back or there needs to be a statement on the site explaining that it contains content that will take significant time to load.

All content, including graphics, sounds, and video must adhere to copyright regulations. All graphics, sounds, and video must conform to the formats currently approved by the district webmaster.

A staff member who creates a web page shall edit and test the page for accuracy of links, and check for conformance with the standards outlined above. Final decisions regarding access to active web pages for editing, content, or organization shall rest with the District's designated webmaster. The building Web Team member will be responsible for collecting and uploading web page materials for their building's site. Staff members will be responsible for collecting and uploading materials for their classroom's site.

REVIEW AND APPROVAL OF WEB SITES

Staff members should have their web pages reviewed by the school Web Team member or by the District webmaster. The school principal, or designee, is responsible for school web page approval, in consultation with the school Web Team member or District webmaster. Pages may not be posted to the server without approval. The district reserves the right to remove any files that exist on the server at any time.

RESOURCES

Software

The district will provide software to be used to create, upload, and manage web pages. The district will also provide software that will allow internet access.

Hardware

The district will provide hardware in each building that will allow staff members to create, test, save, and upload web pages. The district will also provide internet access to view web sites and collect materials for creation of new web pages.

Training

The district will provide training opportunities that will assist staff members in the design and creation of web pages.

Books, Guides, and Texts

The district will provide information that will assist staff members in the design and creation of web pages.

Staffing

The district will assemble a Web Team that consists of a representative from each building and a district wide coordinator or webmaster. The Web Team will assist staff members in the creation of web pages. The Web Team will also be responsible for the review of pages created and the uploading materials to the server.