

Teacher Web Page Guideline

Purpose and Content

The intent of teacher web pages is to enhance instruction and off-hours communication with students and parents concerning classroom issues. The content to be posted on these web pages ***must relate directly and logically to instruction currently being provided in the teacher's classroom or upcoming classroom/program activities.*** This includes communicating instructional and event information to parents, students, and the community. Examples of uses are:

- publishing homework assignments
- weekly newsletters
- classroom rules
- useful links to Internet resources that would add value to a student's learning experience

Bend-La Pine Schools provides a common tool for teachers to post classroom-related web pages. The web management software used for the district web presence is SchoolCenter. Pre-defined templates are available for teacher use and customization. Additionally, accounts may be requested for the district-hosted server site for any web pages developed with other web design tools (e.g., iWeb, Dreamweaver).

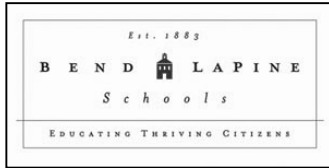
In some cases, teachers use other web tools to develop their web pages and use non-district hosted storage sites. Links from school web pages to these teacher web pages are acceptable until July 1, 2010. Teachers are encouraged to migrate their web content to the teacher templates within SchoolCenter or the district-hosted server to save on the costs of offsite-hosted storage sites.

Authorized Users

Use of these web services is restricted to District classroom teachers and others (e.g. administrators, counselors, and specialists) who have a legitimate instructional support role. Non-certificated employees who have an instructional role (e.g., educational assistants) may request permission through their administrator for access to these services on an as-needed basis. The test for granting permission will be the immediate relevance of the job to classroom instruction.

Violation of these guidelines may result in revocation of access to these services and/or other disciplinary sanctions.

To request an account on the district-hosted server, you must create a Help Desk ticket.

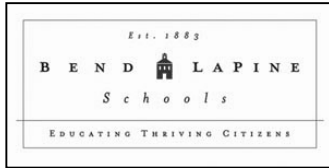


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Appropriate Uses of Web Services

Several administrative regulations that relate to technology, web services and electronic publishing/content have been developed to assure student safety. Please refer to Administrative Regulation EHA-AR (“Appropriate Uses of Technology Equipment, Infrastructure and Services”), EHAC-AR (“Electronic Publishing on the Web”) and EHAD-AR (“District Web Services”) for more details. Appropriate uses include the following:

- Teacher web pages are intended to be a *supplemental* communications tool. All information posted on the web site must also be made available to students and parents using printed media or voice messaging services.
- Content that relates to the entire school or that features pictures of students must be reviewed by the school web manager and posted to the school web pages.
- Web links that are posted should be reviewed and any links to other pages should be followed and inspected for their instructional appropriateness. Only post a link to a web site or service that contains material that is acceptable as part of a classroom project.
- Only post text, graphics, or sounds that are acceptable for use as part of a classroom project. The District filtering service blocks most inappropriate material; thus postings and links should be tested from within the District. Even the most stringent technological safeguards cannot screen out all potentially objectionable sites and materials, so individual discretion is still to be used.
- Do observe standard copyright restrictions; they are much the same as for printed materials. See EGAAA-AR (“Guidelines for Use of Copyrighted Materials”).
- If student grades are posted, students are to be identified only by student ID number.
- **Pictures of individual students should not be posted** on teacher web pages. Schools, through their web manager, have the ability to post student pictures while respecting issues of permission, privacy, etc. Group activity photos are allowed if individual student faces are not distinguishable or if parents of all students in the photos have authorized that photos may be posted.
- For the posting of student work and names, review Administrative Regulation EHAC-AR (“Electronic Publishing on the Web and Other Communications Media”).



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Content Guideline

Layout and Design:

- Make sure content is accurate, relevant and timely; include a “last updated” date on each web page.
- Be sure to have links back to the school and district website.
- Keep sentences and paragraphs short.
- Use bulleted points to quickly convey information.
- Be sure to spell check to avoid mistakes that could hurt credibility.
- Use web-safe colors.
- Create hyperlinks the same color on all pages.
- Limit the number of colors on the page.
- Limit the number of different fonts and sizes on the page.
- Avoid light text on a dark background; it’s easier to read dark text on a light background.

Navigation:

- Make your links descriptive.
- Make sure your links work.
- Don’t underline anything that is not a link.

Graphics Use:

- Design for faster download by limiting graphics, moving images, and large photos.
- All photos should be resized to under 50K.
- Graphics should relate directly to the page content.
- Avoid using excessive animation as it adds to the page’s download time and can be distracting.