

MUSCOGEE COUNTY SCHOOL DISTRICT

Technology Plan - July 2006 – June 2009

APPENDIX C

SCHOOL AND DISTRICT WEBSITE CONSTRUCTION

A website is a major vehicle to supply information to students, staff, parents, the community, and any other interested parties. The following guidelines for websites insure consistency with Board policy, protect the rights of students and staff, and promote an appropriate web presence by the school district.

- A. **Website Hosting.** MCSD provides each school with its own website address and web-hosting storage. The school webmaster's MCSD email password is the password to the server. The district website is also hosted on the MCSD web-hosting server.
- B. **School Profile Page on District Website.** Each school has a profile page on the district website. Information about the school and a link to the school's website are included on this webpage.
- C. **Review of Content.** The school principal is responsible for reviewing and approving any content published on the school website.
- D. **Copyright.** Rights to intellectual property must be respected. No websites that violate copyright laws may be published.
- E. **Content.** All of the information must be accurate, presented in good grammatical form, and spelled correctly. Content of pages should reflect good taste.
- F. **Homepage.** The school's name, full mailing address, and telephone number should appear on the homepage. The school's homepage should contain a link to the MCSD website and a link to email the school webmaster.
- G. **Publication of Student Work and Images of Students.** The school webmaster must check for parental approval before posting students' creative works, identifiable photographs, or names. See the Acceptable Use Policy (AUP) Agreement Form.
- H. **Advertising.** MCSD websites should not display any advertising.
- I. **Inappropriate Content.** Inappropriate content could lead to temporary unavailability of that website.