

Parker Unified School District #27



The purpose of a classroom website is to educate and inform parents and the community. Parker Unified School District (PUSD) students, teachers, and support staff are invited to create World Wide Web pages which are consistent with our mission “to provide a positive environment that allows comprehensive, success-oriented learning activities for young people in our schools.” Web page content should reflect and support what is happening in the classroom.

In order to develop web pages for PUSD, creators should familiarize themselves with, and adhere to, the following guidelines and recommendations. These guidelines will apply to all staff web pages linked to school web sites and/or the district web site. Copyright laws will be strictly enforced.

General

- All pages should conform to state and federal laws, PUSD policies, and the district’s AUP.
- All pages are the property of PUSD, and not the property of any individual or group.
- All teacher pages should be created in Weebly, Google, or similar software, to be linked to the school web pages.
- All pages will be located on the PUSD web server.
- No links to student or staff web pages not housed on the PUSD web server.
- Links from the classroom website must also adhere to PUSD guidelines.
- Web pages will not be used for any commercial purposes or financial gains.
- No pages should link to personal, commercial, or objectionable web pages.

Construction Guidelines

- Use more than one page to avoid repeated scrolling. Create a start page (home page) that provides an overview and the navigation tools used to reach secondary pages. Secondary pages should focus on a specific topic. By creating a home page, the viewer can select the items that are of interest and link directly to them.
- Use simple page titles.
- If making a list, use grouping and subheadings to facilitate scanning.
- When creating hyperlinks, use only standard link colors. Viewers recognize the universal standard colors.
- Examples of student work and photographs are permissible. Do not use student names to identify work or photos.

First Page	All Pages	Organization	Maintenance
Title	Consistent format (navigation tools, background, link appearance, font/size)	Logically organized	Notify school webmaster when publishing
Welcome Navigation tools for all site pages	Limit page length to avoid excessive scrolling	Keep audience and goal in mind	Review/keep pages updated and current
Teacher name and email address	Use spell check. Correct grammar and spelling	Reuse graphics when appropriate	Update events and information, removing expired items
Link to school home page and PUSD home page	Limit moving images Focus on content	Develop pages that load quickly	Ensure links are working and meet district standards
	Consider "galleries" of student work and photos to keep individuals from being identified	Keep backgrounds simple	Remove any unnecessary files from page setup
	Link back to classroom home page	Avoid "under construction" signs	
	Link to school home page and PUSD home page	Keep pages updated and current	

Site Ideas

- Policies and Procedures
- Homework
- Classroom Activities/Projects/Trips
- Class Newsletter
- Schedule
- Calendar
- Coming Events
- What's New
- Link to commoncore.org
- Parent Resources
- Student Resources
- Classroom BLOG!

Copyright Guidelines

- Follow all the laws pertaining to text, images, and sounds
- Downloaded material may not have been obtained legally
- Credit sources (include author, title, place, and date of publication)
- Plagiarism in any form is not permitted.

Please visit the following sites for information on copyright. When in doubt, don't do it.

<http://www.copyright.gov/title17/> U.S. Copyright Office

<http://www.bitlaw.com/internet/webpage.html>

Disclaimer & External Links

- Notify users, "You are about to leave the school's website..."
- Links from the teacher's website must also adhere to PUSD guidelines
- No links to student or staff web pages not housed on the PUSD web server other than those purchased by PUSD for teacher web page development

Privacy

- All web pages will adhere to FERPA laws -
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Student photos and original work (poetry, essays, etc.) will be allowed as directory information, unless parents have signed a right of refusal, under the annual notification to parents
- Students' last names should not be used with photos. PUSD standard is student's first name for photo captions, and photos should include several students so that no single individual can be directly identified
- Students' names and photos should not be linked to their email addresses
- Staff members should consent to having their photo and name published on school web pages
- Photos and student work should not be published if the student himself/herself objects
- Web pages should not include a student's phone number, address, names of family members, names of friends, or the physical location of the student

Maintenance

- Teacher web pages should be reviewed and teachers notified by school webmaster if not up to date.
- Ensure that links are working and meet district standards
- Remove any unnecessary files/documents/pages/links
- Student web pages will be deleted when the student graduates or moves from the school