General Guidelines for Classroom Web sites (Google Sites)

1. **Purpose of Halstead-Bentley USD 440 Web Presence**
   a. Our schools' web presence represents the school to a potentially greater audience than any other medium. The collection of electronic documents can be an excellent way to provide unique information about the schools. In addition, the World Wide Web is an excellent teaching and learning tool.

2. **Content/Design**
   a. Graphics and other visual materials should be of high quality.
   b. Written information should be free from grammatical and spelling errors.
   c. Individual departments or activities may have homepages linked to the building's web page if the teachers of the participating departments or activities take the responsibility of updating and maintaining the information.
   d. Every building's main page must include a reference to Halstead-Bentley USD 440 and a link to the district's homepage displayed in a prominent position.
   e. Date of last update (Google Sites does this automatically in "Recent Site Activity".)
   f. Author of the page/Contact person
   g. Unless there is a clear statement that art, clipart, sounds, music, photos and/or text are "public domain" and available for free use, the accepted policy is that they are copyrighted and shall not be taken and used for re-publication on a local area network, a wide area network or a Web site.
   h. Staff or student work may be published only as it relates to a class project, course, or other school-related activity
   i. Photos (individual or group) of students with accompanying names are *prohibited.*
      i. First names only without picture are allowed.
      ii. Pictures with names are **NOT** allowed.
      iii. Pictures without names are allowed if USD 440 has permission from the parent to publish the picture.
      iv. Get list of all students from the office that do NOT have permission to have their picture published on the Web site. *Protect the district and yourself!*
   j. Web page documents may not include any information that indicates the physical location of a student or staff member at a given time, other than attendance at a particular school, or participation in activities.
   k. Animated graphics negatively impact the speed of a page so use sparingly or not at all.
   l. Create menus that are logically comprehensive and coherent.
   m. Every page should contain a "return to main page" or "home" button. (Google Sites automatically does this in the Navigation menu)

3. **Development and Publishing (uploading)**
   a. Building principals are accountable for individual school homepages' content and design.
   b. Overall design must approved by the building administrator, **before** the site will be linked to USD 440.
   c. It is your responsibility to contact your building administrator when your site is ready for review. After it has been approved, it will be linked to the district by Charlie, Ryan or Anne.

Very Important: If you go to all the trouble of creating a classroom Web site, keep it updated and current!

No one will visit your Web site if the information is old and out of date!