

Lewiston Public Schools

Guidelines for Creating & Publishing a Web Site

ALL school-related web sites (whether they are loaded on a school department server or not) should be constructed in accordance with these guidelines. As web master for your page, you accept responsibility for its content and for keeping it up to date.

Only educational web pages will be loaded on school department servers; personal pages must be published elsewhere. For now, new web pages to be loaded on a school department server are approved by Dorrell Spence, Information Technology Specialist for the school department. When your web page is approved, you will be given access to your own space on the district web server to load your page.

Things your web page must include:

- Citations of sources for all content (text, images, video clips, etc.) that you did not create yourself. These citations may appear on the same page or on a linked page, as long as they conform to the requirements of all your sources.
- Only images of people for which you have written permission to use. Images of students require signed parental permission.
- Only student work for which you have written parental permission to use.
[Only a student's first name may be published with their work. Exceptions to this first-name-only guideline may be made at the high school level, in a case where a student (and his/her parents) would like a student's full name included for portfolio purposes, and they sign the permission form to that effect.]
- Only staff email addresses for which you have written permission to use.
- Logical, working navigation.
- Only material and links appropriate for the intended audience.

Things your web page must NOT include:

- Broken links (which result in an error message).
- Names of students with pictures.
- Student email addresses or other identifying information (phone numbers, addresses, etc.).
- Content (text, images, links, etc.) which violates any Lewiston School Department policy, including the Acceptable Use Policy(ies).

Additional Recommendations:

- All work should be carefully proofread. (Remember that a web page is a published work, and that your page represents your students, your class, your school, the district, etc.) If inventive spelling is intentionally included when posting a student work, consider including an explanatory note and/or a copy of "translated" text, to help out users of your site.
- Keep a folder of all signed permission forms. Remember: these permission forms protect you!
- Include a disclaimer similar to the one that appears on the district web pages if you link to sites you do not control: "This website contains links to third-party web sites which are not under the control of the Lewiston School Department. Links are provided as a convenience, and the Lewiston School Department is not responsible for the content or availability of any linked site. The inclusion of a link does not imply endorsement by the Lewiston School Department."
- Consider putting a date on your pages that tells users when your site was last updated.
- Include information on your pages that tells users who to contact if they have questions or comments.