



The School District of Greenville County

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Guidelines for Web Pages

The School District of Greenville County requires schools and individual teachers/staff (by January 1, 2003) to create their own web sites. The intent of these sites is to provide information about curriculum, instruction, school activities, and other general information relating to the class, school, or District. All web site information and use must comply with the **District Acceptable Use Policy Agreement, Privacy Policy and Accessibility Guidelines**. All school and teacher web sites must adhere to organization and design guidelines found on the District web site at <http://www.greenville.k12.sc.us/district/web/organize.asp>

Web Site Content

The purpose of District sponsored web sites is twofold: (1) to make parents, students, and the community aware of school, classroom, and student activities, and (2) to foster communication among those groups. To this end, all District web sites must include the information outlined in the following section.

For Schools

Required

- Contact information (including email addresses) for the school, Principal, administrative staff and all teachers.
- Mission, philosophy and achievements of the school.
- Departmental and organizational information.
- School year calendar that includes all significant school events.
- Links to each teacher's individual web site and email.
- Copyright symbol and link to the District Copyright Policy.
- School Web Coordinator (SWC) contact (email).
- Last updated date.
- A link to the District site.
- A link to the District Privacy Policy.
- A link to the SC State Department of Education Curriculum Standards

Recommended

- Extra-curricular activities sponsored by the school
- Student work, activities, and achievements
- Courses offered, including course content
- Newsletter or school newspaper
- Other information deemed appropriate by the Principal
- Community Resources

For Teachers

Required

- School contact information (including work phone and District email address)
- Course content overview with a link to syllabus
- Classroom rules
- Copyright and last updated information
- Links to the teacher's school and the District web site
- Links to the District Copyright and Privacy Policies

Recommended

- Educational philosophy
- Professional background
- Homework assignments
- Class calendar
- Student work, activities, and achievements
- Links to enrichment and appropriate educational resources
- Other information that would enhance instruction

All subject matter on web pages must relate to curriculum, instruction, school activities, or general information that is relevant and appropriate. Web pages for individuals or organizations not directly affiliated with the District are not allowed.

Student work should be published when it relates to a class project, course, or other school-related activity. No personal information, such as home phone numbers or addresses, should be included for any student. Schools, teachers and staff members, however, must provide email and work telephone contact information on their web pages as a convenient means of communication for their web site visitors.

Links in web pages that reference sites not associated with The School District of Greenville County are prohibited. Links to business partners or curriculum-related sites may be used if approved by the principal. **The District reserves the right, without notice, to remove any link that references a web site deemed inappropriate or contrary to District policies.**

Technical Standards

All school web pages will reside on the District Web Server. The District has established directory names and structure. The District Webmaster can answer any questions about directory structure. Only the School Web Coordinator is authorized to copy web page content to the District server. **School Web Coordinators (SWC) must not share their District web server password.**

Teachers and staff may establish their own personal login and create / maintain their own individual web sites using the District provided templates on the District server.

Detailed guidance for web page design and construction is not within the scope of this document. School and teacher web sites and pages must adhere to the detailed criteria in the web design tutorial found on the District web site at

<http://www.greenville.k12.sc.us/district/web/organize.asp>

The School District of Greenville County fully supports accessibility to the web for persons with disabilities. Accordingly, sites will comply with the **Accessibility Guidelines** at

<http://www.greenville.k12.sc.us/district/web/policy/access.asp>

Web Site Supervision

Principals are responsible for their school and teacher web sites. Due to the dynamic nature of the web, it is not feasible for Principals to pre-approve every alteration or addition to the school web site. The School Web Coordinator (SWC) or teacher should make content decisions. However, the Principal should make it a common practice to browse all pages in the site routinely. It is the responsibility of the Principal to ensure the web sites follow all policies and procedures of The School District of Greenville County and that the school and teacher web pages are complete, current in content and fully functional.

An **Evaluation Checklist** is available on the District web site and may be used for self-evaluation by the web site creator or by Principals, or their designated subordinates, to evaluate the status of school and teacher web sites.

<http://www.greenville.k12.sc.us/district/web/policy/evalschl.asp>

The District reserves the right to remove any web pages deemed inappropriate or contrary to District policies. If author contact information is current, the author will be contacted and informed that the web page has been removed.