

Acadia Parish School Board

Teacher / Employee Web Page Permission Form

This document should be used by any teacher/employee that would like to publish their web page(s) on the Acadia Parish School Board Web Server.

The following steps should be completed:

1. The requesting employee shall read the following statements and agree to all guidelines through their signature in the appropriate location on this form.
2. The requesting employee shall obtain their Principal/Supervisor's permission to link their site from their respective school's web page. Principal will be informed and remain knowledgeable of the content of that employee's web page. The Principal's permission shall be received in the form of a signature below.
3. The form shall then be submitted to the APSB Webmaster, currently Ms. Tina Atkinson, who will set up the URL, ID, and password for the APSB Web server.
4. The Webmaster will then communicate with the employee via email and set up the site.
5. It is the employee's responsibility to follow APSB Web Page Guidelines (attached) when creating and maintaining their web page. Their signature below confirms their agreement with this policy.

I, _____ have read the above statements as
(Print Full Name)
well as the APSB Web Guidelines and agree to maintain my web page(s) that
is/are published on APSB Web Server according to the APSB Web guidelines.

Teacher/Employee Signature

Date

I, _____, Principal / Supervisor of above
(Print Full Name)
APSB employee, have viewed the contents of above employee's web page(s) and
hereby give my permission to link their home page to our school web page as well as
publish their page(s) on the APSB web server. I will remain informed as to the content
of their page(s) and supervise the employee's responsibility to follow APSB Web
guidelines.

Principal / Supervisor

Date

Acadia School Board Parish Web Page Guidelines

Policies

- All approved school sites are to be located on the parish web server.
- Websites should be created to run on Netscape, Internet Explorer, and Firefox.
- Each school is to have a webmaster who will be provided with a password to access the school's website on the parish server.
- Each webpage, which refers to outside sites, will carry a disclaimer.
- No advertising will be allowed which distracts from the educational purpose of the website.
- The school webmaster is responsible for keeping site up-to-date.
- The principal must give his/her permission for content on the school's website.

Purpose

- The purpose of the district and school websites is public information.
- Increased good public relations are another purpose.
- Links to educational sites and the display of student work will motivate learning.

Content

- Web pages will be related to educational goals and objectives or school-related activities.
- Information about faculty members will require written permission of that person.
- The school's fax number will require the principal's permission.
- Original pages will carry a copyright statement; information from other sources will be acknowledged.
- The school webmaster will be listed with a generic e-mail address.
- Suggestions: school information, mission statement, school calendar, handbook.

Security

- No announcement of school trips prior to the event will be publicized.
- No personal information for any individual will be listed.
- Published student work requires written permission of parent(s) and student.
- Author of published work will be identified by first name and initial of last name.
- Photos:
 - Grades K-8: No student names - only class name will be used on webpage.
Parent and student permission needed to display picture of any student.
 - Grades 9-12: First name and initial of last name will be used with written permission of student and parent(s).

Design

- The design of the website will be left to the discretion of the school with the following exceptions.
- There will be a Title on each page
- The page dimensions will be 640 x 480 pixels
- Limit animations. No blinking animations.
- Use standard link colors
- Graphics will be of JPEG format.
- Graphic links will include text links
- Link back to the APSB webpage from school homepage.