Hopewell Valley Regional School District
Web Page Creation Guidelines

Hopewell Valley Regional School District encourages administrator, faculty, and staff contribution of web pages as part of the district's presence on the World Wide Web. The following describes HVRSD guidelines for the creation, publication, and maintenance of web pages. While we understand that, as professionals, teachers can usually discern what is appropriate for a school-sponsored web page, we have developed guidelines to help all users understand the district policies regarding the creation, publication, and maintenance of web pages. These guidelines are as follows:

Subject Matter
All subject matter on district web pages should relate to curriculum, instruction, school-authorized activities, and/or general information that is appropriate and of interest to others. Therefore, personal web pages or home pages for other individuals or organizations not directly affiliated with Hopewell Valley Regional School District are not appropriate. Work may be published only as it relates to a class, course, or other school-related activity.

Responsibilities
1. Staff members are to use OnCourse website creation resources to create and host their web pages. They may also use Google Sites, to which HVRSD subscribes, to create their web pages.

2. All staff members will maintain a presence on their web page in the OnCourse Student Information System that will include at minimum staff name, courses taught, and contact information.

3. All web pages on HVRSD fileserver(s) and/or subscribed hosts are the property of Hopewell Valley Regional School District. Web pages will be deleted when an administrator, faculty, or staff member is no longer employed by HVRSD.

4. Accuracy and content appropriateness of school and departmental web pages is the responsibility of the principals / department supervisors. If clarifications and/or corrections are necessary, the principal / department supervisor should consult the webmaster(s) or contact the creator of the web page(s) in question. Likewise, if the web page creator is unsure of the acceptability of web page content, the department supervisor or principal should be consulted before publication.

Establishing a Web Page
1. Staff have immediate access to their required OnCourse website by logging into OnCourse with the appropriate credentials. OnCourse website training has been and will continue to be offered to faculty and staff as requested; this can be done through a Help Desk request.

2. Staff G Suite accounts include Google Sites for creating web pages. In addition to the required OnCourse web presence, Googles Sites may be used as well.

3. Other outside web page resources can be used with principal / supervisor and Technology Department approval; submit an approval request through the Help Desk.

Content Standards

1. All web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or link directly to objectionable material, and must conform to the Hopewell Valley Regional School District Acceptable Use Policy.

2. All web pages should be informative, accurate, and current. Out of date web pages may be deleted from the web server(s).

3. All web pages should exhibit careful planning and be attractively presented. To aid with this, all web page creators will:
   a. Participate in a web page design PDAC coursework during the year, and/or
   b. Work in collaboration with one or more of the building-based technology specialists, the Supervisor of Technology, or the HVRSD Webmaster, and/or
   c. Attend district or building-based web page desing activities and workshops that are periodically scheduled throughout the school year and summer.

4. Web page documents may NOT include the following student information: Full student name (though first name and last initial are acceptable), home phone number, address, and email address. Full student names are permissible only when parent permission is granted. Student pictures are allowed with parent permission. Check the student's District Publicity Release information in OnCourse. Web page documents may not include any information that indicates the physical location of a student at any given time, other than attendance at a particular school or participation in activities such as athletics.

5. Web page documents may NOT include the home phone number and/or address of any administrator / faculty / staff. Pictures and name of staff can be posted only with their permission.

6. Somewhere on the web page, there must be a link that returns users to the creator's school web page.

7. Before final publishing, the accuracy of all hyperlinks must be checked. There should not be links to other incomplete web pages.

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