

What Should You Include on a District or School Web Site?

Some ideas:

- Alumni Information
- District Policies, School Policies, Internet Use Policies, Safety Policies
- PTA Information, Committee Information
- Fun Links, Links for Teachers
- Parenting Information
- Education News
- School Schedules
- Student Projects
- After School Activities List
- Grade-level, Teacher, and Department Pages
- Homework Assignments
- Teachers' Class Calendars
- Cafeteria Menus, School Calendar
- Biographies of Staff and e-mail Addresses (not personal)
- Sports Schedule, Scores, Try-out Information.
- School Announcements and Events
- Administrative and School Board News
- State and National Standards
- General Community Information
- School Motto, Vision, and Mission.

Remember, no personal information about anybody!

VBSD District Website Guidelines

Note: Failure to follow these guidelines can result in the web page/site being **changed or removed without warning!**

Security/Privacy

- **Teachers must not give out login information to students.**
- Web pages must use only the first name of. Pages must not have a student's phone number, address, names of other family members, or names of friends posted.
- E-mail addresses on web pages must be district staff members only.
- **District staff and teachers assume ALL responsibility for content on their pages.**

Content

- Education/student learning/content must be the central theme, i.e. the links/pages on the site need to be related to education/student learning.
- Do not link inappropriate sites. If "8e6 can't go there", don't link there.
- Pages with important information must be viewable with Internet Explorer 5+, Netscape 5+, and WebTV. (Important information defined as dates, homework, lesson plans, etc.) *Information on getting these browsers will come.*
- Each Home Page must link to that school's home page. Every sub page in a site must link to that site's Home Page. *Mrs. Smiths home page has a link to her school. The pages in her site, "homework," "about," "links", etc., all have a link back to the Mrs. Smith Homepage.*

Design

- Make judicious use of animated gifs (i.e. graphics), scrollers, popups, pages transitions, etc. *Just because you CAN put them on your page doesn't mean you SHOULD. Most people come to your page to find information - not to see the effects you've found on the net somewhere.*
- Do not link to pages which say "Under Construction." The text can be there, but not the link.
- All Web pages must be have titles which clearly identify them. `<title> Page Title </title>`
- Use only non-copyrighted images, or follow the guidelines of the site from which you obtained them. (a link back, etc.)
- Read the [Top Ten Design Mistakes](#)