

# **St. Michael Catholic School**

## **Teacher Web Page Guidelines**

### **I. Introduction**

- St. Michael Catholic School will utilize teacher web pages as a communication tool regarding class activities and curriculum.
- Teacher web page creation is optional for teachers.
- Web pages are linked to the “Faculty and Staff” link on the school website.
- The goal of teacher web pages is to provide an effective method of communication about class and curriculum information to parents and students.
- Teacher web pages do not replace PowerSchool as the primary source of information pertaining to grades and assignments.
- Teacher web pages may include links to valuable academic resources.
- These guidelines will be evaluated and updated in response to the changing nature of technology and its application at SMCS. Recommendations for enhancements to these guidelines may be submitted to the school principal.

### **II. Responsibilities**

- Teacher web page creation is the responsibility of the teacher. Sharing best practices is encouraged and ‘in-house’ training is available.
- Teachers utilizing a teacher web page must continue to maintain grades and assignments on PowerSchool.
- Teachers developing web pages are responsible for meeting the required guidelines.
- Teachers must ensure that all links are functional, up-to-date, and appropriate for an educational environment.

### **III. Requirements**

Teachers must follow these Teacher Web Page Guidelines:

- Web pages should be attractive, interesting, and easy to navigate.
- Web pages must be created using Google Sites to maintain consistency across subject matter and teacher. First grade teacher sites are the exception.
- Web pages must reflect the mission of the school.
- Web pages must contain current information.
- Web pages are the responsibility of the teacher.

- Teacher web pages do not replace the requirement to post grades on PowerSchool.
- Teacher web pages will be linked through the school website from the faculty page.
- Teacher web pages will not allow users to contact any student directly.
- Advertisements on web pages are prohibited.
- A student's first name, picture, or identification may not appear on a teacher web page without a signed Permission to Publish form from the parent or guardian.
- Linking a teacher's web page to a personal web page on an external site is prohibited.
- Copyright laws must be followed.

#### **IV. Content Standards**

- All subject matter and links on a teacher web page must relate to curriculum and instruction or school-related activities.
- Teacher web pages must not be used as a forum to advance a teacher's personal beliefs or causes.
- All content must be free of spelling errors.
- Documents may not contain inappropriate material or point directly or indirectly to inappropriate material.
- No original student work will be published without written and dated permission from the student's parent or guardian.
- No student grades, discipline, or information on attendance shall be posted on the teacher web pages.
- The principal has the right to revoke access to or disable teacher web pages at any time, based upon his or her discretion and judgment.