



SCHOOL WEBSITE AND TEACHER PAGE GUIDELINES

Stockton Unified School District (SUSD) requires individual teachers to create their own websites within the guidelines and parameters of our website software (provided by SchoolWires). 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.

WEBSITE CONTENT

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

FOR SCHOOLS	FOR TEACHERS
<p>Required</p> <ul style="list-style-type: none"> Contact information (including email addresses) for the school, principal, administrative staff and all teachers. Mission, philosophy and achievements of the school. School year calendar that includes all significant school events. Teacher directory with each teacher's individual website. <p>Recommended</p> <ul style="list-style-type: none"> Extra-curricular activities sponsored by the school Student work, activities and achievements highlighted as a homepage story Newsletter or school newspaper Other information deemed appropriate by the Principal 	<p>Required</p> <ul style="list-style-type: none"> "About the Teacher" information, which includes contact information Syllabus <p>Recommended</p> <ul style="list-style-type: none"> Assignments Page (weekly or daily) Calendar of Events Class work Links to educational resources

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 website visitors.

Links in web pages that reference sites not associated with SUSD 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 website deemed inappropriate or contrary to district policies.

WEBSITE SUPERVISION

Principals and the school website editor(s) are responsible for their school and teacher websites. Due to the dynamic nature of the web, it is not feasible for principals to pre-approve every alteration or addition to the school website. However, principals should make it a routine practice to browse all website pages. It is the responsibility of the principal to ensure the websites follow all policies and procedures of SUSD and that the school and teacher web pages are complete, current in content and fully functional.

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.

QUESTIONS OR CONCERNS PLEASE CONTACT:

Webmaster Justin Swenson at (209) 933-7035 ex. 2063 or by email at jswenson@stocktonusd.net.