Guidelines for WRPS Secondary Staff Web Pages

The primary purpose of WRPS staff web pages is to provide a means to enhance learning. It is also a means of communication between teachers, parents, and students.

The goal of these guidelines is to provide a working framework for both beginning and advanced users of web page technology. Questions, suggestions, or comments can be directed to:

> Phil Bickelhaupt – WRPS Director of Technology
> (Phillip.Bickelhaupt@wrps.net or 424-6715 ext. 1036)

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Guidelines for web pages:

1. Staff web pages must use either predefined or approved templates that are consistent with the format of the wrps.org website.

2. Web pages must contain current content and links.

3. Content is not prescreened and the district has the authority to remove content deemed inappropriate at any time. Topics and opinions posted on wrps.org need to be of pedagogical value and not obscene, degrading, or illegal. Violations could lead to disciplinary action.

4. Web pages that are created outside of wrps.org using other web editing software may be linked to the teacher's home page as long as it adheres to district policy.

5. Web pages will be monitored by the district Technology Support Department.

6. Instructions for working on your web page may be found at http://goo.gl/x5Lrxp - then click on How to Update Your Faculty Page.

Guidelines for format:

1. No staff photos will be used on the School Staff web pages. The WR logo will be inserted instead.

2. To be consistent throughout the district, each home page will contain your email address link, position, and phone number at the top of the page.

3. At a minimum, secondary staff will be required to:
   - Display their daily schedule in a table that will be provided on their home page.
   - Create a brief professional biography.
   - Display basic contact information.

Communication between parent and teacher is crucial to overall student success.
The best means of communication with me is through email.
You may also leave a message at the main school office at 423-9999.

Hour	Time	Schedule
Before School		
Hour 1	7:42 - 8:32	English - Room 115
Hour 2	8:38 - 9:33	Science - Room 202
Hour 3	9:39 - 10:29	Prep - Room 200
Hour 4	10:35 - 11:25	Math - Room 119
Hour 5	11:31 - 12:58	A Lunch - then Sociology - Room 325
Hour 6	1:04 - 1:54	Study Hall Duty - Commons
Hour 7	2:00 - 2:50	Ballroom Dancing - Fieldhouse
After School	3:00	Coaching duties

Guidelines for images:

1. Clipart and/or other multimedia may be used on staff web pages and must adhere to current copyright laws. Written permission may be required by the owner of the clipart, image or multimedia. Furthermore, when an image is displayed on a WRPS staff web page, the following statement should appear beneath the image: "This image is used by permission of (owner)," along with any other pertinent information. Beware, many of the so called free clipart websites make graphics available that were not free to begin with.

2. Images of students should appear on web pages only when the teacher has followed District Policy 491 (Photographing of Students) and Policy 365.1 (Acceptable Use Policy) pertaining to student images.   Online Enrollment Verification will be used to record into Skyward. Typically, you will see a note in the student profile if no release has been filed. <u>However, it is best to check with your school secretary or registrar to verify that there is a Photo and Video release on file.</u>
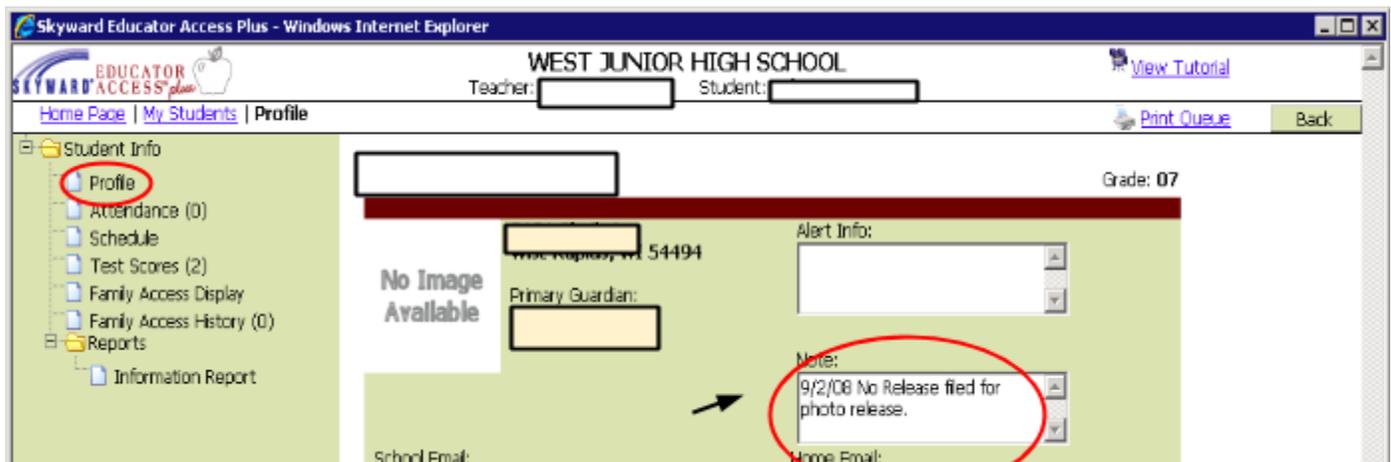
3. It is the policy of Wisconsin Rapids Public Schools that the students and staff members that appear on web pages should not be identified – <u>no names next to pictures!</u> It is acceptable to write, "Students making applesauce at the Green Apple Orchard," but not, "Willy Smith at the apple orchard." In the event that a student's name will appear with a photo, an additional permission form needs to be obtained and completed. Please see examples of guidelines in the Photo Release Document which can be found at http://goo.gl/x5Lrxp.

Guidelines for links:

1. Use a limited number of links. In terms of motivation, it is good to give students choices. However, when there are too many options given, students may spend more time surfing and less researching. In the lower elementary grades it is suggested that web-based activities are planned with 1-2 links per specific learning goal, with the number of links/student choices increasing gradually by grade level. For many learning situations, 3-5 links may be enough for even high school seniors.

2. Links should only be provided to faculty-previewed sites and must be consistent with WRPS Classroom Materials Selection Policy. Only sites that comply with the Children's Online Privacy Protection Act (COPPA) will be considered for use within the district. Since COPPA only applies to children 12 and under, every effort should be made to use only sites that extend COPPA compliance to all students.

3. Do not add links to search engines of any kind on these teacher web pages. It is not recommended that students lacking the necessary skills and maturity be permitted to search the web using Google and similar searching technologies. The problem is that such search engines will find whatever we are looking for (a student who types an inappropriate search word will quickly find inappropriate sites).

4. Choose sites with little or no advertising.

5. Teachers are responsible for all of the material that is or may be displayed on a link that they recommend. Teachers should preview linked websites regularly to verify appropriateness of the ever changing content.

6. Link to sites that load quickly. Students quickly lose their enthusiasm for learning when the downloading process is too slow.

7. Avoid sites that require students to enter personal information. Under no circumstances should students enter personal information at a website which shares, in any way, the information given with third parties. It is important that the teacher carefully reviews the privacy policy of the site to ascertain that no personal information will be shared with third parties.