

MSAD 47 Web Authoring Guidelines

General Guidelines

Contents must be school, curriculum, or system-related. The web site creator will determine specific web site content, as long as it does not conflict with school system policy or these guidelines.

All copyright laws and regulations must be followed, and written permission must be obtained and kept on file by the site's web master before using copyrighted materials.

Written parent or guardian permission must be obtained prior to publishing personal information about students on the Internet. Such information may include: full names of students in connection with class rosters, honor rolls, awards received and team/activity participant lists; group and/or individual photographs of students (no names will be used); individual student or class work (including but not limited to creative writing, research projects, art work, music performances and audiovisual presentations).

On-line Images/Individual or Class Work of Students in Grades PK-8

Images with the focus on either one or two students will not be placed on a Web site. Pictures of three or more students, such as a class picture, are permitted; however, the school still needs the permission of the parents(s) to publish such images on the World Wide Web. For any picture of three or more students that is published on the Web, neither first nor last names of the students shown in those pictures are to be included with the image or in accompanying text. Where text on a page is not associated with an accompanying image, only first names of students may be used.

On-line Images/Individual or Class Work of Students in Grades 9-12

Pictures of students in grades 9-12 may be published without regard for whether those images contain one, two, or a group of individuals; however, the school still needs the permission of the parents(s) to publish such images on the World Wide Web. Neither the first nor the last names of the students shown in those pictures are to be included with the image or in accompanying text. Where text on a page is not associated with an accompanying image, first and last names of students may be used.

A list of parental permission status of all students is available upon request from your building CIA or from your building lead secretary.

Images of staff will only be posted with written permission consent kept on file by the web master.

Site pages must be easily accessible when viewed with any of the major WWW browser (Netscape, Explorer, etc.)

No commercials/advertisements from private businesses are allowed.

Web Sites and Web Masters

1. School Web sites will be created and maintained by the school webmasters, who are also members of the District's Web Team.
2. Teachers may create Web Pages or Web Sites that conform to these guidelines, which will be posted and maintained by the Web Master of their school.
3. Teachers may also create and maintain their own Web Sites linked to their school site. Teachers are responsible for assuring that their Web Site(s) conform to these guidelines. School Web Masters will work with teachers in creating and maintaining their sites as necessary.
4. Students may create and maintain Web Sites under the supervision of teachers or Web Masters, who will be responsible for assuring that the student Web Sites conform to these guidelines. Only teachers or Web Masters will post student Web Pages or Sites.

Home Page Elements

1. Each school site will have a homepage in a file called "index.htm."
2. School home pages will have links to other pages that contain information on specific topics. The choice of topics is a school-based decision.
3. School homepages will be linked to the M.S.A.D. #47 Home Page.
4. School home pages should have white backgrounds.
5. School home pages should have no more than one or two fonts.
6. Each site's home page must load in less than a minute from any other M.S.A.D. #47 school.
7. The school address, phone, and fax number will be placed on the index page for each school.
8. Each school home page will have a statement welcoming comments from site visitors and a webmaster email link.

Page Elements

1. Each page should have a heading that aptly describes the content of the page below.
2. Each page at a site must have a link back to its home page.
3. Each page, when applicable, will contain a statement indicating the date that the page was last updated.

Files and Folders

1. Use underscore for spaces in file names.
2. Use .htm as the file extension.

3. All graphics will be placed in a folder named "Images."

4. The home folder addresses are:

M.S.A.D. #47
msad47.org

Messalonskee High School
msad47.org/mshs

Messalonskee Middle High School
msad47.org/mms

Belgrade Central Elementary School
msad47.org/bcs

James Bean Elementary School
msad47.org/jhb

Atwood/Tapley Elementary School
msad47.org/atw

Williams Elementary School
msad47.org/wes

Links

Text (excluding hyperlink text) should contrast with the page's background and should not be confused with links.

Links to outside locations should be tested prior to posting a page to insure that they are still active and that they do not lead to areas that are inappropriate for the K-12 school environment. The links should be tested regularly.

Links to outside locations should always open in a new window.

Links to download multimedia files should indicate the type (audio, graphic, or video), format (.wave, jpeg, mpeg, QuickTime, etc.) and size of the file.

Links should take users directly to pages where the targeted information is located.

Links to student personal web sites will not be allowed.

Spelling and grammar should be correct on all pages.

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