

District Website Posting Guidelines and Procedures

All staff members must follow the procedures below in order to post information to the district website:

- Website Submission Requirements:
 - Information must be typed in the body of an email
 - Send any pictures as attachments
 - Pictures must be in .JPG form
 - Include a headline
 - Include a caption for each picture
 - Specify where the information should be placed on the website
- All staff members must email website posting requests to their respective principal.
- Each principal will approve and submit requests to the Technology Coordinator.
- The Technology Coordinator will approve and submit the requests to the Interactive Media teacher.
- The Interactive Media teacher will assign the requests to the Interactive Media students.
- The Interactive Media students will enter and upload the information to the server.
- The Interactive Media teacher will publish the information once the Technology Coordinator makes the final approval.
- Any suggestions for website improvement or enhancements must be submitted to the Technology Coordinator.
- The Interactive Media teacher and students are responsible for updating the website and making any enhancements or improvements based on suggestions submitted by the Technology Coordinator.
- Only information submitted from the principals and administrators will be accepted and posted.
- Any corrections of misinformation, misspellings, etc. are to be sent directly to the Interactive Media teacher by email.

Approved by Superintendent 7.23.09

Reviewed by BOE 7.23.09