

Willow Springs Elementary Guidelines for Posting Classroom Information on the Internet

Current Methods Utilized to Post WSES Classroom Information on the Internet

1. Classroom pages managed by WSES webmaster

- a. WCPSS has allocated space on their schools server (a machine that stores files for internet access) for each school. This sever provides space for each WCPSS school to store their own website files.
- b. Within the WSES website, teachers are allocated classroom “pages” (i.e., files).
- c. Teachers send electronic files to the webmaster. The webmaster converts these files into HTM or PDF format, so viewers cannot alter their information. The converted files are uploaded to the WCPSS server and linked to the teachers’ classroom pages. Teachers can instruct the webmaster how they would like their classroom page to appear and what links should be placed on it. Currently, teachers are unable to maintain their own classroom pages.
- d. The basic classroom page has header information, teacher’s picture (optional), teacher’s name, a link to the teacher’s E-mail address, and a link to teacher biography in the top half of the page and links to specific classroom items in the bottom half of the page.
- e. The address to the WSES website is <http://willowsprings.wcpss.net>. Please note that there is no “www” in the address. The classroom pages can be accessed from the School Zone section of the website.
- f. Guidelines for submitting material for webmaster-maintained classroom pages:
 - i. Teachers should submit **electronic** copies of their files whenever possible. Sending these electronic files as E-mail attachments to the webmaster is the preferred method of submission.
 - ii. Text files should be sent as MS Word, MS Publisher, and MS Excel documents.
 - iii. Electronic (digital) photos may be submitted (see WCPSS guidelines).
 - iv. Special arrangements can be made to scan art work. Please contact the webmaster.
- g. The current WSES webmaster is Vitaliy Bezrodnov (webmaster@russianfolk.com). Contact him for any questions regarding webmaster-maintained classroom pages or the WSES website.

2. Classroom websites managed by teachers

- a. Teachers have the option to manage their own websites (most utilize freewebs.com or scholastic.com) that are external to the WSES website.

- b. Once the website is up and running, please contact the WSES webmaster to have your website linked to your name on Classroom Website Pages menu (located in the school zone of the WSES website).
- c. James Strickland (jstrickland2@wcpss.net) is the contact person for information and training regarding freewebs.com.

3. Blogs

Regardless of whether a blog is linked to your webmaster-maintained classroom page or is part of your own external website, all blogs must be set so that the teacher is the only one who can post comments. This restriction is to eliminate the possibility of inappropriate postings.

All material on WSES webmaster-maintained classroom pages, teacher-maintained websites (that are not password protected), and blogs must comply with WCPSS and WSES guidelines.

WCPSS Guidelines

- Staged photos of students are not permitted unless a parent has filled out and signed a release form. Release forms may be obtained from http://www.wcpss.net/school_sites_info/photaname_release_form.pdf.
- No personal information, such as home addresses or telephone numbers, is permitted on WCPSS websites.
- No physical descriptions of students are permitted on WCPSS websites.
- All external links (i.e., links to other websites) must be reputable and monitored (i.e., checked frequently to ensure that viewers are taken to the site you intended).
- A copy of WCPSS School Website Guidelines may be accessed at http://www.wcpss.net/school_sites_info/school_web_guidelines.html.
- The following is strongly recommended by the WCPSS Head Webmaster (but does not appear in the WCPSS School Website Guidelines):
 - Material containing maps or floor plans of any area of your school should not appear on a WCPSS website.
 - Locations of field trips should not appear on a WCPSS website.
 - Access instructions to a licensed website (i.e., a website that WCPSS pays for its students to utilize, such as Study Island) should not appear on a WCPSS website.

WSES Guidelines

- Full names of students are not permitted to appear on the WSES website. Only first names may be used. If more than one student in a class has the same first name, the first initial of the last name may be utilized (e.g., John D.). (WCPSS Website Guidelines permit full student names with a signed parent release form, but WSES has opted not to use full names at all.)
- Close up, un-staged photos (i.e., the face is clearly recognizable) of students should not be posted unless a signed parent release form has been obtained.
- It is the teacher's responsibility to obtain and store parent release forms.

WSES Webmaster Recommendations

- Please consider omitting names of your young sons/daughters in your bio.
- Please review your webmaster-maintained classroom page at the beginning of each school year. If you would like to leave the same information as the previous year, please contact the webmaster to update the school year on your classroom page.
- If you list links to external websites on your classroom page, please test them once a month.
- Please remember your webmaster-maintained classroom pages or non-password protected websites can be viewed by anyone with internet access.
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