WEB DESIGN PLANNING SHEET

1. You will need to confer with your principal to decide what kinds of pages your site will need. Most school websites have the following kinds of pages. Circle the ones you will be making.

Home page Principals page PTA page

Calendar Page Teachers pages Lunch menu page

Student page/cyber corps page library page

2. You will want links on some pages for example to google calendars, to teacher’s my uen pages, to gradebook, etc. in the spaces below type the urls (web addresses of the links you want to include. Use the back if you have more.

1. You may want to include pictures of your school. Or of students or events at your school (see privacy guidelines). An easy way to bring your pictures to the training is to either store them on a jump drive, or email them to yourself and leave the email on your account, you can open and download the picture on the computer as we build the site. Gather the pictures you will want to use. WE can also find images online. If there are images other than photos that you wan to use on the website, for example the school mascot of others, store them on a jump drive. Or we can help you capture them from other websites.
2. Please consult the website guidelines attached to this document, there are some rules to follow, including privacy rules, the district disclaimer, and copyright rules, as you create the site. We will help answer any questions you have.
3. The following schools have used Weebly to design their websites, take a look at them to see what can be done with this tool.

Beehive Elementary <http://www.graniteschools.org/el/beehive/>

MillCreek Elementary <http://millcreekelementary.weebly.com/>

James E. Moss Elementary <http://mosselementary.weebly.com/>

Oakwood Elementary <http://oakwoodowls.weebly.com/>

Vista Elementary <http://vistalions.weebly.com/>

Granite School District Web Page Guidelines for Schools

1. The purpose of school and district web sites is to improve communication with students, parents, and the community, and to assist students and schools in reaching their educational goals. Anything that conflicts with the educational mission of the schools is prohibited.

2. Every school should have its own web site. Every school web site should be linked to the district's web site. Every school should have a staff member who serves as the school's designated web master or web representative with responsibility and control over the school's site.

3. Information Systems will only provide support for web sites hosted on the district web server. A username and password will be given by the Information Systems Department for up-loading web sites and pages to the Internet. This part of the guidelines has been changed….it is now okay to use wikis or Weebly.

4. Schools using non-Granite District URLs should notify the district Communications Department (communications@graniteschools.org or ext. 4529) of the school’s new web address for approval and URL redirection.

5. At the school level, principals and their faculty designees are responsible for all web site content. At the district level, administrators have content responsibility. Students may participate in creating or maintaining school and district web sites only under direct supervision of a teacher or administrator.

6. Web sites must comply with Granite District policies and with local, state, and federal law.

7. Plagiarism, violations of copyright law, and other illegal acts must be avoided. Teachers and administrators with responsibility for web page content must insure compliance with law and policy. Harmful, dangerous, or inappropriate information must not appear on school or district web sites.

8. Language used on school or district web sites must be appropriate, grammatically correct, and free of spelling errors.

9. The following disclaimer must appear on each school's lead page:

Granite School District and its schools are not responsible for information obtained

through links to non-school, non-district sites. Please contact school or district web site staff if you are concerned about a link to a non-school, non-

10. In order to protect the safety and privacy of students, the following restrictions apply:

a. Personal contact information about students must **never** be published on school or district web sites. Personal contact information includes student addresses, phone numbers, e-mail addresses, and any other personal information that could be used by unauthorized persons to make personal contact with a student.

b. Internet publication of student names, photos and other information must be in compliance with current district media guidelines and policy (available on the district Communications Department website).

c. The above policy does not apply to secure school or district web sites where parents using a private PIN number can access information about their student's attendance, grades, assignments, etc.

11. No commercial advertising of any kind is allowed on school or district web sites. School and district web sites may not provide links to any commercial sites, including the sites of school business partners. School and district web sites may, however, provide non- commercial information about school/business partnerships, including company names and logos.

12. School and district web sites may not be used for fund raising without approval from the District's Advertising and Fund Raising Screening Committee.