

Banning High School

School Website Protocol Guidelines for Staff

School Website

The address of the Banning High School website is: <http://bhs.banning.k12.ca.us/>. The publication of posts, material, and school related information is restricted to the current staff of Banning High School. The site webmasters are Matt Valdivia, Sticia Shubin, and James Nakakihara

Purpose of a school web page

The site recognizes the value of websites as a portal for communication and information. All teacher and staff web pages are hosted by *CatapultK12*.

Authorized and approved staff will create and maintain a website for the following purposes:

- to support the school and district's mission and vision
- provide the students, parents, staff, and community with information about the school, classes, programs, activities, and athletics.
- provide students with resources and support for learning
- serve as a vehicle for communication and feedback from the community

Requests for Posting

Requests for posting new material or changes should be sent to the webmasters for review and posting. Please refer to the information below regarding content. Your requests must adhere to school policy and should be checked prior to making the request.

Acceptable Staff Use

- ★ Web pages must be sponsored by school district staff that will be responsible for its content, design, currency, and maintenance.
- ★ Those with direct access to maintain their own webpage must have the necessary technical training and fully understand and adhere to site and district policies and regulations.
- ★ The site and/or district reserve the right to edit, append, or disable any pages at its discretion.
- ★ Links to non-district websites are allowed as long as those sites are consistent with the purposes of the site website and district standards.
- ★ Web pages must conform to the standards for acceptable use as outlined in the district's policy in and regulations - specifically concerning safety, security, appropriate language, confidentiality, plagiarism and copyright laws.
- ★ All web pages residing on the district servers are property of the Banning Unified School District.

Guidelines for Webpage Postings

These guidelines will govern the posting of information on the school website:

- ☑ Web pages must be aligned with the site mission statement and goals.
- ☑ Web pages must comply with all federal, state, local, and district laws and policies.
- ☑ Web pages must follow the protocol established by the site webmaster.
- ☑ The school website may not be used for commercial promotion.
- ☑ Neither staff nor students may publish personal web pages as a part of the school or district website.
- ☑ Posting of student photos, video, voice, work, or name must be aligned with the parental consent of the student's computer usage policy (AUP and Parent's Rights) as well as district protocol.
- ☑ Staff members who maintain their own website must contact the site webmaster for access.

Posting Information to School Website

When adding content to the school website it is the responsibility of the individual doing the posting to adhere to the following protocol:

I. Student Images and/or Information

1. Posting of Student Photos/Video Taken in a Public Setting

Photos/video of students taken at public school events are permitted to be posted on our website, without requiring parent consent. A public event is defined as any school event in which the general public (parents and/or community members) was invited. For example: a school concert or Back to School Night.

2. Posting of Student Photos/Video and Information Taken in a Private Setting

Posting of "Limited Student Directory Information" (including photos/video) is only permitted if there has been no parental objection filed with the school district and such usage is for non-commercial and non-fundraising purposes.

Private events include but are not limited to classroom situations involving only the teacher and his/her class, and school assemblies involving only the students and a guest or performance group.

If seeking special permission to use a particular child's photo/video, whose parent/guardian has filed an objection (see item #5), may contact the parent/guardian directly at the building level and maintain their own record of such.

3. Posting of Student Name And Photo/Video - When No Objection Has Been Filed

Posting of a student's name along with the student's photo/video is only permitted where such identification is intrinsic to the posting, for example, a news article about a particular child's achievement. Here a photo of the child along with the child's name would be acceptable.

4. Posting of Student Work - When No Objection Has Been Filed

Posting of student work along with the author's first and last name is permitted. However, be cautious in posting a student's work, name and photo/video. See Rule 3 Above.

5. Parental Objection Filed

If a parental objection has been filed with the school district, NO STUDENT INFORMATION CAN BE POSTED to our website whatsoever. All records of objections filed will be logged in Illuminate and are available in the Student Discipline Office.

II. Flyers

1. All flyers advertising events, opportunities outside of the school district, fund raising events, etc. must be approved by the BUSD Superintendent's office before posting.

III. Events and Calendar Items

1. All events and calendar items (additions, changes or deletions) posted on the website must first be checked against the school calendar and/or use of facilities approval before posting.

IV. General Content

1. Contact Information

All contact information must be limited to school address, school phone number and BUSD email account. Do not create hyperlinks to your BUSD email address. Instead, please display your address in the following format - dfarro[at]ccsd.edu. - being sure to leave out the @. This will prevent computer spiders and robots from harvesting our email addresses and creating SPAM.

2. Links to Outside Websites
Links to non-district websites are allowed as long as those sites are consistent with the purposes of the district website and district standards.
3. Copyrighted Text
No copyrighted text or images may be used without proper permissions and citations.
4. Font
Basic guidelines to keep a consistent look throughout the site:
 - a. Font Style- Verdana
 - b. Font Size-
 - i. Heading 13pt (Font Size 3)
 - ii. Subheading 10Pt Bold (Font Size 2)
 - iii. Basic Text 10pt (Font Size 2)
 - iv. Review and update pages on a regular basis.

IV. **Important Read:** Shared Files in *CatapultCMS*

CatapultCMS automatically sets up picture and document shared. Upon website approval, creation, and access, each employee will be provided a file folder assigned by last name for both pictures and documents. Please use only the electronic file folders assigned to you. Please respect the content of each employee's file folders assigned to them.

Important: Do not, at any time, alter, modify, add, or remove picture or document files from other employees without the consent of the host employee. Do not alter, modify, add, or remove pictures or document files in the file labeled "Webmaster" and/or website pictures in the folders 00_BANNERS at any time and for any reason.

Further Assistance

Help videos are available on the district's website at: <http://www.banning.k12.ca.us/>

Locate "Online Resources"

In the drop down menu select "Resources A-M"

Then select "Catapult Help Videos"

Disclaimer

Failure to follow these guidelines and protocols may result in the staff website being disabled. These protocols will help minimize inappropriate postings to individual staff web pages. However, the biggest deterrent to web site misuse is **active** common sense. If you have doubts in your mind when creating a posting then don't hit the publish button.

Each Banning High School staff member must carefully read, review, and completely understand the protocols for access to the Banning High School website. Each staff member that elects to create a staff webpage on the Banning High School web site must agree to follow the proper protocols as well as review all expectations prior to use.