



# Webpage Guidelines

All teachers must have web presence. In constructing your web page, please adhere to the following:

1. All school websites must have a faculty listing, with each name linked to the teacher's individual or grade level webpage(s).
2. In elementary grades where students change classes, teachers may want to collaborate on a web page for the grade level, and then duplicate that information on each teacher's individual site.
3. The following basic information is **required** for all websites:
  - a. Teacher's name
  - b. A "Contact Page" if your web page is done in WebMailPro; otherwise, teacher's contact information must be prominently displayed in an appropriate location (*Bedford e-mail address required, plus any other avenues of contact you wish to provide*)
  - c. A link back to your school's website
  - d. Class(es) taught
  - e. Homework assignments/schedule
  - f. List of important dates (*this is for your class specific events and should not duplicate your school's calendar of events*)
  - g. Syllabus (*If provided to students*)
  - h. Class rules (*If provided to students*)
4. The following are **suggestions** of other items you may wish to include on your website:
  - a. Links to outside resources
  - b. Downloadable documents you have created
  - c. A Calendar page (*must be kept up to date*)
  - d. Pictures or illustrations (*Be sure the school has a photo release form for any student you place pictures of on your site.*)
  - e. Supply lists
  - f. Any other information you deem appropriate and/or educationally relevant.
5. Items **NOT** to place on your website:
  - a. Student contact information
  - b. Photos or other student information or work unless you have **signed** parental permission on file
  - c. Non school-related information of personal business nature
  - d. Copyrighted materials unless you own the copyright or have written permission from the copyright owner to post the information
  - e. Private or commercial advertising
  - f. Links to sites blocked by the Bedford County Public Schools web filter

You may continue to use other sites such as [www.schoolnotes.com](http://www.schoolnotes.com), [www.teacherweb.com](http://www.teacherweb.com), or other appropriate site builders, **if** you are already using them, but the school system will not offer support for these sites. You may easily move content to WebMailPro if you wish. If you continue to use an alternative site, you will need to make sure the content meets the minimum requirements as explained above. **If you are not already actively using one of these alternative sites, you must use WebMailPro to create your new web site.**

Each teacher is responsible for making sure required content is posted and keeping his or her web site current. Principals will review websites as a component of the Teacher Evaluation process.

If you have questions or comments please address them to Ed Hoisington, Director of Technology for Bedford County Public Schools, [ehoisington@bedford.k12.va.us](mailto:ehoisington@bedford.k12.va.us) or 540-586-1045 ext. 270.