
EASTPORT/SOUTH MANOR CENTRAL SCHOOL DISTRICT
149 Dayton Avenue
Manorville, New York 11949

ASSISTANT SUPERINTENDENT FOR PERSONNEL

WEBPAGE AGREEMENT FORM

Teacher Webpages are now available for use by our Instructional Staff. Teacher webpages are essentially electronic bulletin boards that allow teachers to post information that students can access when they are not in school. The educational applications of this tool are limitless. Teachers can post homework assignments, provide supplementary information on lessons that were begun in school, post student work for other students to enjoy and/or critique, provide information to parents about upcoming activities, etc.

In addition to providing wonderful learning opportunities, this technological advancement has the potential to be dangerous. Two areas are of paramount concern: First, a Teacher webpage must not contain any photographs or text that will enable users to identify students. This prohibition obviously includes students' names, but also first names and the initial of the last name. If student work is posted on the webpage, it must be identified only by the student's initials. Second, the webpage must contain only educationally appropriate materials. The webpage is not intended to be used for social communications. To err on the side of caution, the rule of thumb must be that no information will be posted on a webpage that you would not put on a bulletin board or blackboard in your classroom.

To be given access to a Teacher webpage, each teacher must sign this memorandum in the space indicated below. This will serve as an acknowledgement that you have been informed of the proper usage of the Webpage. Teachers that do not sign this acknowledgement will not be permitted to use teacher webpages. I recommend that you copy this memorandum and keep it for your records.

You **must** have the approval of your Building Principal to post a Teacher Webpage. To post a teacher webpage, complete the form below and give it to your Principal for his/her approval. The Principal will return it to you and you must then forward a copy of this form to the Director of Information Services and Technology at the District Office.

Please contact Linda Weiss in the Personnel Office if you have any questions about this matter.

I acknowledge reading and receiving a copy of this memorandum concerning Teacher Webpages.

Name Printed

Signature

Date

Building

Principal's Signature (Approval)

Technology Office use only:

Date received:

by:

Date Created:

by: