

Morgan Hill Unified School District

Web Guidelines Checklist

- All web pages connected to the Morgan Hill Unified School District must reside on a district server.
- Student pictures can be displayed on the web with verification that the parent did not return the permission form denying access (please see attached).
- Student pictures must be identified by first name only unless additional specific written permission is obtained from the parent
- Student work must be identified by first name only unless additional specific written permission is obtained from the parent.
- Students and staff must abide by all copyright laws and regulations.
- Each website and all student/teacher work should be copyrighted. Example:

© Morgan Hill Unified School District
15600 Concord Circle
Morgan Hill, CA 95037

- Staff pictures may be posted on the school website with written permission from each individual.
- When providing links to other sites the following disclaimer must be included at the top of the page(s):
 - *The links in this area will let you leave the school district site. The linked sites are not under the control of the district, and the district is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. The district is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of the site by the district.*
- All websites/pages should be identified as a part of the Morgan Hill Unified School District
- All websites/pages should be identified with the name of the school and include the address and phone numbers.
- All pages/sites should have the webmaster's e-mail address annotated as the person responsible for content of the site and to receive comments from the general public.
- All web pages must be reviewed and approved by the principal/administrator/supervisor or his or her designee before posting the district's servers.**