

Morgan Hill Unified School District

Web Guidelines Checklist

- Most web pages connected to the Morgan Hill Unified School District reside on a district server. Schools wanting to utilize services such as Campus Grid must notify the Director of Technology and provide a login to the site for district use.
- 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.
- 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.**