



Medina City Schools
Web Guidelines
Web Guidelines for Teacher and Staff

The following are both the guidelines for the content on your sub-pages which include: e-mail Address, Calendar of Events, and Assignments/Homework. Optional ideas for additional sub-pages include: Classroom News, Links/Files, Highlights. Please feel free to add other items as you see appropriate. We ask that you do not use animated graphics. It is important that all information on your pages be updated as needed and current (recommended updating every two weeks).

District Web Expectations

This information must be on your main page and all sub-pages on the upper left column area.

Name

Grade or Course or Sub-pages for multiple courses (i.e. Algebra I, Pre-calculus)

School

e-mail Address

Voicemail

P.A.M. Link - *fourth through twelfth grade only*

It is strongly recommended that you put a *Welcome* message on your main page. This does not need to be lengthy. Middle and high school teachers should put the name of the courses they teach with a link to the courses. The link will take individuals to the course sub pages.

District Web Expectations for Sub-pages (For kindergarten through eighth grade)

Calendar/Newsletter

The following items are suggested content.

- List of special activities/events in your classroom
- Timetable for units (i.e. August-September/History of Astronomy Chapter1)
- Test dates
- Lab dates for middle/high school
- Special visitors/speakers

Homework/Classroom Notes

- Suggested minimum is that you post homework assignments two weeks out.

District Web Expectations for Sub-pages (For ninth through twelfth grade)

Level I

- **A subpage for each subject or course taught (i.e. Algebra I, Pre-calculus). Each sub-page should include course description and/or syllabus, lesson plans, notes, and homework. If only one subject or course is taught, use level II as your guide.**

Level II

- Course description and/or syllabus
- Lesson Plans
- Notes
- Homework

• **OPTIONAL (not mandatory) SUB-PAGES**

Staff members may choose to use the following sub-pages examples.

Classroom News

Special accomplishments of students

Awards

Reminders

Content indicators

Study/Homework Hints

Links/Files

Resources

Electronic Text link

Files created for your class

OPTIONAL (not mandatory) SUB-PAGES (continued)

Highlights

Student created work (i.e. short stories, poems, PowerPoints)

Pictures of student work/projects – **Important** if you have pictures of students be sure that they can have their photo published and **do not** put their name with the picture.

Please note: It is very important that you adhere to the district's Acceptable Use Policy (AUP) in regard to web use, development and maintenance. Any violation of the Policy may result in removal of web privileges.

Teachers may add appropriate sub-pages as needed. These pages are for your use to help make communication easier for you with both parents and students. Please feel free to be creative as to the content that you include on your sub-pages.

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