

ROLLING RIVER SCHOOL DIVISION POLICY

Rolling River School Division Websites

KB/P

A priority of the Rolling River School Division is communication with all stakeholders in the public education system. A critical communication tool is the Division and school websites. The Division values the responsibility to maintain current and accurate information on its web sites that is easy to access.

The School Principal is responsible to approve all information posted on the school site and ensure the information is appropriate.

The Rolling River School Division Website has two levels of web page maintenance and change responsibility:

1. The Division Website and static or infrequently changing information on school websites is restricted by access to the Divisional personnel. It is maintained by Divisional Personnel under the direction of the Information Technology Coordinator. This information is updated as needed but usually only once or twice a year.
2. School based dynamic or changing information is information that changes based on school activities. It is maintained / changed by the school based personnel as assigned and under the direction of the School Principal but usually the School Secretary and Teachers. The classroom teacher will maintain classroom web pages that he/she develops. The School Secretary will maintain information on all other school web pages as per information submitted by the School Principal or other delegated staff such as teachers or support staff assigned to supervise activities.

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Regulation**

Date Adopted: May 11, 2011

ROLLING RIVER SCHOOL DIVISION REGULATION

Division Web Page Updating Procedures/Protocol

The following personnel will be delegated authority / responsibility to update the Division Web Page and School pages that have access restricted from school personnel (static information):

Website Administrator

- All Pages with Static Information - assigned as the primary person with responsibility to update website with information provided
- Security for access to the web page

Executive Secretary

- Primary contact to provide information to the Website Administrator on information to update. (re: Board info, Admin info, employment, staff changes, etc.)
- Responsible to update the Activity Calendar

Computer Resource Teacher

- Teacher and Student pages - responsible to update

Procedures

1. Submit all changes requested by e-mail to the Website Administrator. Documents must be in WORD format or PDF Format. Documents in Publisher and Excel are not acceptable.
2. Changes received by each Friday will be input by the following Friday with the exception of time sensitive information (e.g. things with deadlines like employment and tender postings) which will be updated within 24 hours.
3. Design changes to the web page must be approved by the Superintendent. Please e-mail the requested change to the Superintendent. If approved the Superintendent will forward to the Website Administrator to implement.
4. New information to be added must be approved by the Superintendent. Please e-mail the requested change to the Superintendent. If approved the Superintendent will forward to the Website Administrator.

Supervisors will review the information on the pages that relate to their areas of responsibility on regular basis and provide necessary information to the designated personnel on what needs to be updated, especially over the summer months.

For example:

Student Services Coordinator.....	Programs Page
Transportation Supervisor.....	Operations Page
Maintenance Supervisor.....	Operations Page
Secretary-Treasurer.....	Board, Administration, Contact and Employment Pages
Assistant-Superintendent.....	Parents Page
Accounts-Payroll Supervisor.....	Staff Forms and Office Forms Pages

ROLLING RIVER SCHOOL DIVISION REGULATION

School Web Page Updating Procedures /Protocol

The following personnel will be delegated authority/responsibility to update the School Web Pages:

School Principal

- Principals will review the static information on their school site, (ie: information / pages restricted from access and controlled by the Division), on a regular basis and provide necessary information on what needs to be updated, to the Website Administrator. Information to be updated over the summer must be received in Division office a minimum of 10 working days prior to the last day of school.

Procedures

1. Submit all changes requested by e-mail to the Website Administrator. Documents must be in WORD format or PDF Format. Documents in Publisher and Excel are not acceptable.
 2. Design changes to the web page must be approved by the Superintendent. Please e-mail the requested change to the Superintendent. If approved the Superintendent will forward to the Website Administrator to implement.
 3. New information to be added must be approved by the Superintendent. Please e-mail the requested change to the Superintendent. If approved the Superintendent will forward to the Website Administrator.
- Principals are responsible to review the dynamic information (ie: school pages/information that are not restricted from access by the Division and are controlled by school personnel) on their school site on a regular basis and provide necessary information, on what needs to be updated, to the personnel assigned for maintenance and changes (either the School Secretary or the Classroom teacher as applicable).

School Secretary

- The School Secretary will be assigned to update all dynamic information on the school site with exception of information on the classroom pages.

Procedures

1. School Administration or other and staff so delegated by the School Administration will submit all changes required by e-mail to the School Secretary. Documents must be in WORD format or PDF format. Documents in Publisher and Excel are not acceptable.
2. Design changes to the school web pages containing dynamic information will be facilitated by the Website Administrator. Please e-mail the requested change to the Website Administrator. Documents must be WORD format or PDF format. Documents in Publisher and Excel are not acceptable.

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Classroom Teachers

- If a classroom teacher has developed a classroom web page, he/she is responsible to review, maintain and change the information on classroom pages.

Troubleshooting or concerns with school web pages should be directed to the Information Technology Coordinator or in his absence the Website Administrator.

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Date Adopted: May 11, 2011