



ADMINISTRATIVE POLICY
Web Page Creation and Maintenance
COM-A003

Policies are periodically revised. Users of this policy should check the QAM website for the most recent version.
http://www.salkeiz.k12.or.us/content/qam/qam-documents

Through its web sites, the District provides students, parents, staff, and other stakeholders with information supporting the learning environment and District infrastructure. For maximum effectiveness, web pages need consistent organization, standardized design elements, and professional appearance. This is accomplished through the following practices:

- 1. All schools and departments are required to establish a web site to disseminate information to its stakeholders that is openly viewable to the general public.
a. This policy section does not apply to internal online applications and computer tools.
b. This policy does not apply to websites developed by teachers for individual classes. School staff will be responsible for designing and maintaining these web sites.
2. School and department web sites must be approved by the Community Relations and Communications department prior to development.
3. The Community Relations and Communications department will establish standards for web site design, and development, as well as, serve as a resource for design and development expertise.
a. The Community Relations and Communications department may delegate design and development responsibilities, within established standards, to departments with sufficient technical expertise.
4. The Community Relations and Communications department will provide training to departments and schools which empowers them to edit approved web pages.

Implementing Procedures:

Requesting or Changing a Web Page (In progress)

Revision History:

Table with 3 columns: Date, Revision, Description. Row 1: 6/7/10, (blank), Approved by Cabinet.

Approved By: Director of Community Relations and Communications - Signature on file