ROLLING RIVER SCHOOL DIVISION POLICY

Rolling River School Division Websites	KB/P

Communication with all stakeholders in the public education system is a priority of the Rolling River School Division. A critical communication tool is the Division and school websites. The Division will maintain current and accurate information on its website.

The Rolling River School Division will maintain and change webpage content and design as follows:

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 Coordinator of Instruction, Curriculum, and Technology. 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 Administrator. 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 Administrator or other delegated staff such as teachers or support staff assigned to supervise activities.

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

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Regulation

Date Adopted: May 11, 2011
Date Revised: October 9, 2019

ROLLING RIVER SCHOOL DIVISION REGULATION

Division Web Page Updating Procedures/Protocol

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

Administrative Assistant (Administration Office, Maintenance, Transportation, Student Services, and Information Technology)
➢ 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
➢ Primary contact to update information. (re: Board information, Admin information, employment, staff changes, etc.)

> *Procedures*
> 1. Submit all content changes requested by e-mail to the Administrative Assistant. 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 Department. Please e-mail the requested change to the Coordinator of Instruction, Curriculum, and Technology. If approved the Coordinator of Instruction, Curriculum, and Technology will forward to the Administrative Assistant to implement.
> 4. New information to be added must be approved by the Coordinator of Instruction, Curriculum, and Technology. Please e-mail the requested change to the Coordinator of Instruction, Curriculum, and Technology. If approved the Coordinator of Instruction, Curriculum, and Technology will forward to the Administrative Assistant.

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.

School Web Page Updating Procedures /Protocol

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

School Administrator
➢ School Administrators 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 School Secretary.

ROLLING RIVER SCHOOL DIVISION REGULATION

Procedures

1. Submit all changes requested 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 web page must be approved by the Superintendent Department. Please e-mail the requested change to the Coordinator of Instruction, Curriculum, and Technology. If approved the Coordinator of Instruction, Curriculum, and Technology will forward to the School Secretary to implement.

3. New information to be added must be approved by the Coordinator of Instruction, Curriculum, and Technology. Please e-mail the requested change to the Coordinator of Instruction, Curriculum, and Technology. If approved the Coordinator of Instruction, Curriculum, and Technology will forward to the School Secretary.

➢ 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 staff 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 Coordinator of Instruction, Curriculum, Technology upon receipt of an email describing the requested changes. Documents must be WORD format or PDF format. Documents in Publisher and Excel are not acceptable.

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 will be directed to the Coordinator of Instruction, Curriculum, and Technology or in his absence the Information Technology (IT) Supervisor.

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Policy

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