

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT WEBMASTER DUTIES AGREEMENT

Form 1540(b)

I, _____ (print name), hereby agree to be the **webmaster** of that certain District Related web site known as _____ ("the web site"), and agree to abide by the following terms:

Information Concerning the Web Site:

The following information applies to the web site at the present time. I agree to immediately notify the Superintendent or his/her Designee (currently the district Director of Technology & Information Systems) if any of the following information changes:

The Web site's Internet address is: _____ and represents the _____ site (name of school, program, department, or other district-related function).

The web server which is housing the Web site is (check one):

_____ the district's web server, located at <http://www.fcusd.k12.ca.us>; OR
_____ at the following Internet address _____, which is physically located _____.*

(*-It is the district's preference that all district-related web sites are housed on the district's web server, but other arrangements may be made with the permission of the superintendent or his/her Designee.)

c. The purpose of the Web site is (describe general purpose(s) of site):
_____.

d. The web server direct access password for the Web site has been given to site administrator _____ (name).

The District has:

_____ provided me with the web server direct access password; OR
_____ been given the current web server direct access password for this site.

Webmaster's Duties:

In serving as Webmaster for the web site, I am aware of the following duties and responsibilities imposed on me and agree to carry out those duties and responsibilities to the best of my abilities:

1. Obtain Approval for Creation of Web sites: I will obtain approval from the Superintendent or his/her Designee for creation of all District Related web sites under my supervision or control. Administrative Regulation 1540(a) sets forth how such approval may be obtained.

2. Approval of Content on District Related Web Sites: I recognize that District Related web sites, including the web sites I am webmaster for, are closed forums for expression and that the Superintendent has final authority and say over what may appear on all District Related web sites. I am responsible for the initial approval and posting of all content posted on this site. However, if asked by the Superintendent or his/her Designee to remove material from a web site for which I am webmaster, I shall carry out such directives and promptly remove such material.

3. Limiting Access to Posting Material on the Web Site: No one other than me, the site principal, or the Superintendent or Designee shall be allowed direct access to the web site server. I will not share the direct access password with any student. I will be responsible for limiting uploads to the web site so that only I, or someone under my direct supervision and observation, is allowed to post material directly to the web site.

4. Preview of Posted Materials: Before any material on the site is posted live to the Internet, I shall preview that material to determine whether it complies with District Board Policies and Regulations and is of a quality that is worthy of being posted on the web site, or will assure that such review has been done by a qualified district employee. All materials posted on the web site shall present the school and school district in an appropriate light. I will also periodically review the site to assure that no changes have been made to it that do not meet district standards.

5. Board Policies Followed: I shall from time to time review Board Policies and Administrative Regulations relating to student and employee use of technology and the Internet and see to it that those policies and regulations are complied with in relation to the Web site. These policies will typically always be available via the district's web site, as well as the district office. I have read such policies which include: BP 6118(a) (Student Use of Technology), BP 6118.01 (Student Use of the Internet), AR 6118 (Student Use of Technology and the Internet), E 6118(b) (Student Technology Use Agreement), BP 1540 (District Related Web sites), AR 1540 (District Related Web sites), and BP 4040 (Employee Use of Technology Resources).

6. Advertising: No individual may place any material on a District Related Web site advertising or soliciting non-school business unless pre-approved by the Superintendent or his/her Designee.

7. I will not post or allowed to be posted any materials on my own or another's behalf that constitutes personal use unrelated to district business without the permission of the superintendent or his/her Designee.

8. Student Safety: I will abide by, and will review the web site to assure that others have abided by, the district, county or other legal guidelines regarding posting of student photos, personal information or other information that may potentially threaten the safety of our students in any fashion.

Dated: _____

Dated: _____

Webmaster Signature

Signature of Superintendent or
Designee