

Approval Form for websites to be linked to from the Guilderland Central School District website (www.guilderlandschools.org)

Teacher or Extracurricular Organization Name: _____

Building Location: _____ Phone Number: _____

Website URL: _____

- If requesting a link to a Blackboard site, please include classroom logon information (username and password)_____

Teacher or Contact Person's E-Mail Address: _____

Do you agree that your website will contain school related curriculum projects and informational materials but will not contain any private information about yourself, other staff members, or students? Yes _____ No _____

Do you agree that your website will not contain objectionable material or link directly to objectionable material, websites containing objectionable material, or personal Web pages that do not relate to the district and/or education? Yes _____ No _____

Are you aware of the district's "opt-out" policy for the use of student names and photos on school district websites? Yes _____ No _____ If not, please contact either your building principal or the district's communications specialist for more information **prior** to posting any student names or photos on your website.

Is your website located on a commercial server that displays advertisements? If yes, are you aware of the type of random advertisements that are displayed? Yes _____ No _____

Upon approval, do you agree to inform your building principal and supervisor, in writing, that you are posting a website that has been approved and is linked from the district's website? Yes _____ No _____

Completed approval forms should be returned to the district's communications specialist at the District Office. He/she will review your website prior to publication to ensure appropriate content. If your website has been approved, a link will then be set up from your building's website to the website listed on this approval form. The district's communications specialist will notify you via email once a link to your page has been posted. It will be the teacher's or organization's responsibility to contact the district's communications specialist if your website's URL changes in the future. It will also be the teacher's or organization's responsibility to keep their site current and to periodically check any links to other sites for accuracy. The district reserves the right to remove links to teacher or organization pages for the following reasons: 1) The site is not kept current 2) The site contains links to other sites that are deemed objectionable.

Teacher or Organization's Contact Signature _____

Approved _____ Date of Approval _____

Not Approved _____ Date of Non-approval _____