



## Web Publishing Agreement

### Purpose

Jackson Public Schools maintains District and School websites as a communications and customer service resource for our customers and constituents. Through this platform, we aim to inform, engage, and educate our website visitors. Our website content promotes the District’s commitment to providing every student a quality education in partnership with parents and the community.

### Responsibilities of Site Directors & Section Editors

- Maintain accuracy and timeliness of your content by reviewing, updating, and removing it.
- Ensure the quality of web content by proofreading for spelling and grammar before publishing.
- Ensure web content is accessible to users of diverse abilities and languages. Use built-in templates, styles/themes, simple navigation, standard page layouts, plain writing, descriptions for images and links, headings and lists and other web accessibility techniques covered in training and documented online.
- Maintain source files to restore content if needed (text, images, documents, audio, and video).
- Avoid publishing any content (text, images, documents, audio, and video) that is protected by copyright—make sure it is in the public domain, obtain written permission, and/or credit the appropriate source.
- Avoid publishing inappropriate content, such as any that violates the District’s Internet Safety policy. Published content should promote the school and adhere to the purpose statement above.
- Check student records for the Student Directory Information Denial Form. Do not publish the work or image of any student with this form on file.
- Participate in training sessions to learn the publishing standards and legal requirements we must adhere to as web content producers as well as the functions of the content management system.
- Read and respond in a timely way to communications submitted through the website.

School/Dept. Name \_\_\_\_\_ Phone \_\_\_\_\_

**SCHOOL PRINCIPAL/DEPT. HEAD**

Name \_\_\_\_\_  
 Email \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**SITE DIRECTOR/SECTION EDITOR**

Name \_\_\_\_\_  
 Email \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Email the completed form to Georgette Keeler.