Memorandum 12.4

TO: District Administrators

             STS/LMETS

             Curriculum Specialists

FROM   Rick Anthony, Director Educational Technology

DATE: September 6, 2012

SUBJECT: Safari Montage Content Selection

The purpose of this memo is to provide all district employees direction regarding the uploading of content into the Safari Montage content management system.

The district selected content management system's (Safari Montage) purpose is to provide teachers with digital materials which implement, enrich and support the educational programs of Granite School District. In addition to pre-purchased professionally produced content, the content management system provides a mechanism for teachers to upload and share their own educational and professional content. The content made available in the system should provide a wide range of material at all levels of difficulty, with diversity of appeal, and the presentation of different points of view.

Uploading Content to Safari Montage
Granite School District teachers and staff members have the ability to upload digital content to Safari Montage. Uploaded content by default is not shared with other users, but users can elect to share their content with all users in their school, or with specific students or staff members. Users can also submit their uploaded content to be shared district-wide. Approval of content for district-wide sharing is subject to the minimum standards for uploaded content listed below.

Minimum Standards for Uploaded Content
Content uploaded to Safari Montage should meet the following standards, regardless of whether it is shared with others or kept solely for an employee's individual or classroom use.
1. Content uploaded to Safari Montage must not violate Granite School District's
   Appropriate Use Policy. More specifically,
      a. content must have an educational or professional purpose;
      b. content must not disclose student records or other confidential information;
      c. content must not be "profane, obscene (pornographic) or advocate illegal acts, violence or discrimination;"
      d. content must not violate copyright law, district copyright guidelines or licensing agreements.

2. Content must meet minimum standards of production quality in terms of image resolution, sound quality, spelling, grammar, etc. Content with noticeable and distracting production problems will not be approved for district-wide sharing.
3. Content should not contain erroneous or outdated information.
4. Content must be saved or rendered in a file format compatible with Safari Montage. System administrators cannot convert proposed content items into compatible formats on demand.

Content that does not meet these standards will not be approved for district-wide sharing. In addition, content that violates the Appropriate Use Policy may be subject to removal by system administrators, even if the content is not shared with other users.

Playlist Guidelines
Teachers may create playlists of content items for their own use, and they may share those playlists with students and staff at their school. Teachers may also submit playlists for district-wide sharing, but district-wide sharing of a playlist is subject to approval by the district curriculum specialist for the applicable subject area. Playlists shared district-wide should feature content that aligns to curriculum standards or district professional development programs and should demonstrate best teaching practices. Curriculum specialists have the discretion to modify teacher-submitted playlists before sharing them district-wide, or to use elements of a teacher-submitted playlist in a different shared playlist. Although playlists can be revised to include new or different resources at later times, playlists should be polished and publishable before they are submitted or approved for district-wide sharing by district specialists.