

November 1, 2008

ADMINISTRATIVE MEMORANDUM NUMBER ONE HUNDRED TWENTY ONE
SCHOOL AND DISTRICT INTERNET AND INTRANET GUIDELINES

This memorandum assigns responsibilities and provides guidelines regarding school and district internet and intranet.

- A. The Communications Department is responsible for district internet website functionality, design, and updating of content.
 - 1. District departments and offices submit website content to the Multimedia Director within the Communications Department for publication to the website.
 - 2. District departments are responsible for reviewing website content and providing updates to the Multimedia Director.
 - 3. The Multimedia Director provides assistance to schools and district departments regarding the development of websites and web pages.

- B. Schools may publish content to their websites themselves.
 - 1. School websites are hosted on the Granite School District server at addresses provided by the Information Systems Department.
 - 2. Websites shall include the district logo and tagline on the school's home page in a format large enough so the tagline is readable (170 X 185 pixels on a 1024 X 758 screen or proportional equivalent).
 - 3. The district logo shall be visible without scrolling the screen and shall be linked to graniteschools.org.
 - 4. Schools may use a school logo on the school website in addition to the district logo.

- C. The Information Systems Department is responsible for the district intranet.
 - 1. Solely employee-oriented information may be published on the district intranet.

2. The Information Systems Department provides assistance and training for intranet use.
3. Employees utilizing the intranet are responsible to provide content to the Information Systems Department as needed.

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Dr. Stephen F. Ronnenkamp
Superintendent