



Baltimore County Public Schools

Webmaster Roles and Responsibilities

Introduction

In accordance with the school system's [five year] Technology Plan, Baltimore County Public Schools (BCPS) seek to expand educational resources and instruction to enable students to compete in the global Information Age. Publishing on the Internet and BCPS Intranet makes it possible for the educational community to reach a vast number of individual schools, other school systems, teachers, higher educational institutions, and parents.

Purpose

Adherence to web page publishing guidelines will attempt to ensure proper use of telecommunications in the [Baltimore County Public Schools] BCPS. The webmaster responsibilities require efficient, ethical, and legal utilization of network resources, knowledge of information resources specific to the needs of students and employees, and technical skills to produce quality electronic publications for distribution worldwide. Webmasters shall attempt to employ universal design standards in web publishing in order to ensure web content is accessible to all.

School/Office Webmaster

A webmaster is a person who is responsible for the content and publication of a school/office website by coordinating, designing, and monitoring electronic publications for distribution over worldwide networks. The webmaster is responsible for knowledge, understanding, and compliance with the contents of the BCPS Telecommunications Policies and Rules and must sign the Webmaster [Agreement] ROLES AND RESPONSIBILITIES Form ([Series] RULE 4006, Form B).

Responsibilities

- Communicating with the BCPS system Web Team and principal/office head to obtain approval prior to posting and distributing web pages over any network
- Providing support to teachers with the Web Content Management System
- Designing and editing web pages
- Evaluating information and materials submitted for electronic publication
- Maintaining the school/office website for accuracy, currency, and appropriateness
- Uploading school/office web pages to the BCPS network server
- Responding to e-mail messages generated as a result of the school/office website
- Encouraging BCPS employees to submit materials for publication on the school/office website
- Attending all meetings held by the system Web Team

System Web Team

The system Web Team is responsible for the content and publication of a system-level website by coordinating, designing, and monitoring electronic publications for distribution over worldwide networks. The system Web Team is responsible for knowledge, understanding, and compliance with the contents of the BCPS Telecommunications Policies and Rules.

Responsibilities

- Maintaining the [Baltimore county Public Schools']BCPS' website
- Communicating with school/office webmasters regarding procedural and policy changes
- Meeting with school/office webmasters to update their knowledge and skills
- Fulfilling the same responsibilities as the school/office webmaster, but on the system level

Webmaster Agreement

I have read and understand the *Webmaster Roles and Responsibilities*. Violations of the terms and conditions of the [Baltimore County Public Schools] BCPS' Telecommunications Policies and Rules may result in disciplinary and/or legal action. I further agree to report any misuse of electronic information resources to my principal/office head. I understand that I have no tenure in this position and my duties may be changed at the discretion of the principal/office head.

Webmaster's Name: _____
(Please print.) Last Name First Name Middle Initial

School/Office: _____ Phone: _____

[School/Office Website URL]

Webmaster's Email Address _____

PLEASE SELECT ONE TO INDICATE YOUR CURRENT WEBMASTER STATUS:
(IF YOU ARE A FORMER WEBMASTER WHO HAS CHANGED SCHOOLS, YOU ARE CONSIDERED A NEW WEBMASTER FOR THIS SCHOOL.)

- NEW WEBMASTER:** *(PLEASE LIST THE NAMES OF ANY WEBMASTERS YOU ARE REPLACING.)*

- NEW CO-WEBMASTER**
- CURRENT WEBMASTER** *(SUBMITTING UPDATED INFORMATION.)*

Webmaster's Signature

Principal's/Office Head's Signature

Date

Date

FILING INSTRUCTIONS:

[FORWARD] SEND the **original** SIGNED DOCUMENT to the BCPS Web team, Department Of Technology, TIMONIUM SUPPORT SERVICES [as validation of your agreement to the Webmaster Roles and Responsibilities]. MAKE [a copy] COPIES for the school/office file and for your personal records.