

**Approval Form for Web sites to be linked to from the Guilderland Central School District Web site ([www.guilderlandschools.org](http://www.guilderlandschools.org))**

Teacher or Extracurricular Organization Name: \_\_\_\_\_

Building Location: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Web site 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 Web site 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 Web site will not contain objectionable material or link directly to objectionable material, Web sites containing objectionable material, or personal Web pages that do not relate to the district and/or education? Yes \_\_\_\_\_ No \_\_\_\_\_

Is your Web site 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 Web site that has been approved and is linked from the District's Web site? Yes \_\_\_\_\_ No \_\_\_\_\_

Completed approval forms should be returned to the District's Communications Specialist at the District Office. He/she will review your Web site prior to publication to ensure appropriate content. If your Web site has been approved, a link will then be set up from your building's Web site to the Web site listed on this approval form. The link will be created by either the District's Communications Specialist or the District Web Team member in your building. It will be the teacher's or organization's responsibility to contact the District if your Web site'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 web site is not kept current 2) The web 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 \_\_\_\_\_