



# BALTIMORE COUNTY PUBLIC SCHOOLS

## WEBMASTER AGREEMENT

### SCHOOL/OFFICE WEBMASTER

A Webmaster is a person who is responsible for the content and publication of a school/office Web site. The Webmaster is responsible for compliance with the following Board of Education Policies and Superintendent's Rules:

- 4100, *Employee Conduct and Responsibilities*
- 4104, *Technology Acceptable Use Policy (TAUP) for Employees and Approved Non-Employees*
- 8363, *Conflict of Interest - Prohibited Conduct*

### WEBMASTER RESPONSIBILITIES

- Use the Baltimore County Public Schools (BCPS) Web Content Management System (CMS) templates to create and post school/office Web pages and content.
- Follow internal procedures for approval established by school/office head prior to posting Web pages and content.
- Provide support to staff members on the Web CMS.
- Maintain the school/office Web site and content for accuracy, accessibility, relevance, and appropriateness.
- Respond to communications related to accessing the Web pages and content.
- Comply with student privacy options prior to publishing content.
- Attend all required trainings.
- Follow established school/office Web site guidelines provided by BCPS' Office of Communications and Community Outreach.

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I have read and understand the *Webmaster Responsibilities*. I understand that violations of Board of Education Policies and/or Superintendent's Rules 4100, *Employee Conduct and Responsibilities*, 4104, *Technology Acceptable Use Policy (TAUP) of Technology for Employees and Approved Non-Employees*, and 8363, *Conflict of Interest - Prohibited Conduct* may result in disciplinary and/or legal action. I further agree to report any misuse of technology to my principal/office head.

**Webmaster's Name:** \_\_\_\_\_  
 (Please print.)                      Last Name                      First Name                      Middle  
 Initial

**School/Office:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Please select one to indicate your current Webmaster status:**

(Former Webmaster who have changed schools/offices, are considered a *New Webmaster* for this school/office.)

- New Webmaster (Please list the name of any Webmaster(s) you are replacing): \_\_\_\_\_
- New Co-Webmaster

\_\_\_\_\_  
**Webmaster Signature and Date**

\_\_\_\_\_  
**Principal/Office Head Signature and Date**

### FILING INSTRUCTIONS:

**Original:** Forward the signed, original Webmaster Agreement to the BCPS Web Team, Department of Information Technology, 9611 Pulaski Park Drive, Suite 307, Baltimore, MD 21220

**Copies:** School/Office file // Webmaster personal records