



Checklist for District Web Authors

Prior to publishing your web pages, did you remember to:

- Obtain all necessary permissions. Remember if you use a student name or picture, you must obtain written permission from a parent or guardian. If you use a staff member name or picture you must obtain written permission from that person.
- Add necessary links to make your section of the web easy to navigate.
- Include a link back to your school home page.
- Obtain approval from your principal or supervisor.
- Contact the appropriate person to give your pages a final proofread and to check that your pages have been posted properly.