Pittsburgh Public Schools
Standard Operating Procedure

Staff Website Tool Guidelines
Office of Information and Technology

OIT-011

Staff Website Tool Guidelines

Overview

- The contents of the internal, staff-facing district website can be roughly grouped into five categories:
  - **My PPS Sharepoint**
    - Includes Department (all-staff) pages, Team (member-only) pages, Technology menu, Web Tools menu, and Staff Resources menu.
  - **Office 365**
    - Office 365 licenses are provided for the use of all PPS staff. Office 365 licenses and applications are managed by the Office of Information Technology Network Services Team. All requests for support and further information should be directed to that team via the PPS Call Center.
  - **Employee Tools**
    - Can be found on www.pghschools.org/staff and in the Web Tools menu on mypps.sharepoint.com
  - **Education Tools**
    - Can be found on www.pghschools.org/staff and in the Web Tools menu on mypps.sharepoint.com
  - **Payroll/Benefits**
    - Can be found on www.pghschools.org/staff and in the Web Tools menu on mypps.sharepoint.com

The District Internal Website Services and Management Expectations document provides guidance to district staff on the management of the Pittsburgh Public Schools (PPS) website (https://www.pghschools.org/) and all other official site addresses including school and staff pages.

Requesting an Internal Facing Webpage on the PPS District Webpage

- Departments that are interested in creating a page on the PPS external website, contact webmaster@pghschools.org with your department and the elected page manager that will maintain the website.

- Content will be the responsibility of the department and department page manager. The web manager will aid in the creation, editing, training, and publishing of the department page, however all future updates and management must be done by the elected department page manager and follow content standards.

- Ad Hoc special page requests to mypps.sharepoint.com basis, and should be emailed to webmaster@pghschools.org

Content Standards
- **Official Site:** mypps.sharepoint.com is the official Pittsburgh Public Schools internal web site address. Any department sites outside of the mypps.sharepoint.com/ are not recognized as official.
- **Program/Department/School/Teacher Sites:** All staff requiring a web site will be provided an official PPS web site and/or dedicated pages. These pages/sites will be considered the only official sites for any district concerns.
- **Subject Matter:** All subject matter on school district web pages and their links must relate to curriculum and instruction, school-authorized activities, or information about the district or its mission. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.
- **Content Approval:** Each Site Administrator/Principal has ultimate responsibility and accountability for the content on his/her web site. Site Administrators must clearly establish written content approval processes with Webmasters and all Content Managers. Schools and programs may choose to designate one person to handle this review function, or to charge each sponsor with responsibility for his/her work. In either situation, the building or program administrator has ultimate responsibility and accountability.
- **Templates:** Web Sites will follow established page templates and district graphic standards.
- **Quality:** All work should be free of spelling and grammatical errors. On the rare occasion student work may justifiably contain spelling or grammatical errors, it should carry an explanation, such as These authentic samples of student work may contain spelling and/or grammar errors consistent with the development levels of the students.
- **Appropriateness:** Documents may not contain objectionable material or point directly to objectionable material. The District Web Team has overall responsibility for monitoring the appropriateness of web publishing.

Disclaimer/Links to Any Outside Web Sites:

- Authorized Content Managers may link to outside organizations that support teaching and learning. The District cannot be held responsible for content on any site other than on official and authorized URLs of the Pittsburgh Public Schools. When you link to another site, you are no longer on the Pittsburgh Public Schools Web Site and this Web Site Use and Publishing Procedure does not apply.

Student Records and Confidentiality

- Web publishing must follow all pertinent statutes, policies and procedures in regard to student records and confidentiality.
- Using student pictures on the Pittsburgh Public Schools website promotes learning, collaboration and provides an opportunity to share the achievements of students. However, safety of students is a priority.
- Each year families are asked to fill out a photo release form, wherein they are informed that their child's image, name, work product and school may be used and or published on the

Pittsburgh Public Schools internet sites, publications, brochures, newsletters, social media sites, videos, and calendar used for professional development or educational purposes and/or for internal and external promotion of the Pittsburgh Public Schools.

- Students are not paid or compensated by the District or any person/entity in any way for use of their image, likeness or commentary. Authorization grants the District rights to use of the material in perpetuity.

- Parents may opt out of any use of image/student work by indicating their wishes on the Photo Release Agreement re-signed at the beginning of each school year.

Copyright

- Web publishing must follow all pertinent statutes, policies and procedures.

- All Pittsburgh Public Schools web pages, including those that contain student work, must link to the following copyright notice: Copyright Notice No materials on any of the Pittsburgh Public Schools' WWW pages may be copied without express written permission unless permission is clearly stated on the page. If the school or program would like to grant limited permission to use and copy, please indicate by using the following sentence: Schools and non-profit organizations may copy and make use of these materials within their own school districts or may republish the pages on their Web sites provided that a clear notice of source is included on the Web page.

- Re-publishing of a graphic or a text file that is copyright protected, must be accompanied by appropriate permissions granted by producer and a notice at the bottom of the page crediting the original producer.

- While the "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text, staff members and students with questions regarding these guidelines are advised to check with the library media specialist in the building before proceeding with the collection of images and/or text. Many of the "fair use" guidelines do not apply to web publishing.

- Purchased clip art collections usually contain some form of agreement outlining any requirements about printing credit lines on any documents which include graphics from the collection. The best advice is to read and follow the stipulations within the agreement.

  Source for copyright guidelines: Bellingham Public Schools

Design and Technical Standards

- Design and technical standards for the Pittsburgh Publics Schools Web Site have been established and must be adhered to in the interest of maintaining a consistent identity, professional appearance, and ease of use and maintenance.

- Graphic Standards can be found on the Communications Department Sharepoint site. Also found here, https://mypps.sharepoint.com/communications/Pages/graphic-standards.aspx

- Each web page added to the district/school web site must coordinate with the established format.

- Pages are not permitted to be published until complete and may not contain any "dead" links.

- All web page links must be tested regularly for accuracy and operability.

- The district website directory structure will be determined by the District Web Manager.

- Access passwords are personal and should not be shared with any other administrators, teachers, principals, secretaries, students as authorized sponsors, webmasters, and school administrators assume responsibility for all content, security, copyright and technical standards.

Roles and Responsibilities

	Sub-Category	Description	Responsible *Who makes the decisions about this process (policy maker)?*	Functional Support Point of Contact *Who is responsible for the accuracy of this information within the system?*	Structural Support Point of Contact *Who makes sure the system works?*	Frequency *How often the process is done*
**1.0 My PPS Sharepoint**					
1.1	Staff Announcements				Kristen Whitlinger	As needed
1.2	Tweets	Live feed of @PPS_NewsTwitter Feed	Mercedes Williams, Ebony Pugh	Mercedes Williams, Ebony Pugh	Kristen Whitlinger	As needed
1.3	Upcoming Professional Development Events	Feed from Professional Development Calendar	Wayne Walters	Wayne Walters	Kristen Whitlinger	As needed
1.4	Upcoming District Events	Feed from District Calendar	Mercedes Williams, Ebony Pugh	Mercedes Williams, Ebony Pugh	Kristen Whitlinger	As needed
1.5	Departments	Department-specific pages with forms and documentation for staff	Department-specific	Department-specific	Kristen Whitlinger	As needed
1.6	Teams	Members-only pages	Department-specific	Department-specific	Kristen Whitlinger	As needed
1.7	Web Tools	Links to applications	Department-specific	Department-specific	Kristen Whitlinger	As needed
1.8	Technology Menu	List of all educational and operational applications used across the district.	Veronica Aumdson	Ellen Botkin	Kristen Whitlinger	As needed
1.9	Staff Resources	Non-Technology related staff resouces	Department-specific	Department-specific	Kristen Whitlinger	As needed

Employee Tools

	Sub-Category	Description	Responsible *Who makes the decisions about this process (policy maker)?*	Functional Support Point of Contact *Who is responsible for the accuracy of this information within the system?*	Structural Support Point of Contact *Who makes sure the system works?*	Frequency *How often the process is done*
3.1	EdReflect	*Clasroom observation tool*	Alyssa Ford-Heywood	Alyssa Ford-Heywood	Alyssa Ford-Heywood	As needed
3.2	Frontline (AESOP)		Brian Glickman	Alejandro Brillembourg Cuenca	Alejandro Brillembourg Cuenca	As needed
3.3	IEP Writer	*IEP student data, PSE SIS*	Becky Tress	Becky Tress	Becky Tress	As needed
3.4	Peoplesoft: Finance	*Finance component of ERP*	Ron Joseph			As needed
3.5	Peoplesoft: HR	*HR component of ERP*	Brian Glickman	Mary Hostenske		As needed
3.6	PPS Moodle	*Learning Management System*		Wayne Zientarski	Wayne Zientrski	As needed
3.7	Professional Learning Platform	*Application that tracks pd opportunities and hours earned*	Wayne Walters	Wayne Walters, Mary Hostenske	Wayne Walters	As needed
3.8	Roster Verification	*Information and links pertaining to teacher PVAAS roster verification*	Deb Friss	Deb Friss	Deb Friss	As needed
3.9	Schooldude	*Facilities management software*				As needed
3.10	Hire Enterprise: Employees (Formerly SearchSoft)		Brian Glickman	Alejandro Brillembourg Cuenca		Yearly/Updates as needed
3.11	Hire Enterprise: Hiring (Formerly SearchSoft)		Brian Glickman	Alejandro Brillembourg Cuenca		As needed
3.12	SRC Online Application	*Online application portal*	Department-based	Department-based		As needed

3.0 Employee Tools

Education Tools

	Sub-Category	Description	Responsible Who makes the decisions about this process (policy maker)?	Functional Support Point of Contact Who is responsible for the accuracy of this information within the system?	Structural Support Point of Contact Who makes sure the system works?	Frequency How often the process is done
4.0			Education Tools			
4.1	Clever	3rd party rostering and sso portal	Ellen Botkin	Ellen Botkin	Ellen Botkin	As needed
4.2	Curriculum Hub	Curriculum repository	Curriculum Department leads	Curriculum department leads	Kristen Whitlinger	As needed
4.3	EdGenuity	Credit recovery software	Melissa Friez		Joe Pikovsky	As needed
4.4	eSchoolPLUS TAC	Teacher gradebook	?	Teachers or Wayne?	Wayne Zientarski	As needed
4.5	ESchoolPLUS SIS	District SIS			Wayne zientarski	As needed
4.6	Pearson EasyBridge	Pearson rostering platform	Curriculum Department leads	Ellen Botkin	Ellen Botkin	Nightly
4.7	Performance Matters (Unify)	Assessment platform	Ted Dwyer	Scott Manns	Scott Manns	As needed
4.8	PPS Insight	Reporting and secure document repository	Veronica Amundson	Veronica Amundson	Veronica Amundson	As needed

	Sub-Category	Description	**Responsible** *Who makes the decisions about this process (policy maker)?*	**Functional Support Point of Contact** *Who is responsible for the accuracy of this information within the system?*	**Structural Support Point of Contact** *Who makes sure the system works?*	**Frequency** *How often the process is done*
Payroll/Benefits						
5.0				*Strategic Plan*		
5.1	eBenefits		Nancy Kusko	Karen Miles		As needed
5.2	PNC Paystub Portal		Lynne Casselberry	Linda Simcic		As needed
5.3	W2 Copy		Lynne Casselberry	LInda Simcic		As needed