

## Web Posting Checklist

- Have you ensured that there is no student information (schedules, personal information, photos captioned with names) which could be used to identify a lower or middle school student?
- Have you used only first names when captioning work of lower and middle school students?
- Do all images and contents follow the copyright guidelines?
- Is the content informative and in keeping with the Lab's educational mission?
- Is the content accurate?
- Is the content current?
- Is the content correctly written, spelled and punctuated?
- Are all links working?
- Are you certain that any redirected content (via RSS feeds, embedded services etc) meets AUP guidelines?
- Have you determined that no students who have opted out of school photography are included in any photos to be published?

## Web Policy Differences by School

	Captions for photos of student(s)	Captions for student work	Links to student web sites/blogs (including UCLS pages and blog)	Blog Security	Video and Audio (podcasts, video podcasts, student movies etc.)
<b>Lower School</b>	No names should be used	First name only	Should never be linked to UCLS web page	Blogs comments must be password protected	No names should be audible or printed in video credits
<b>Middle School</b>	No names should be used	First name only	Should never be linked to UCLS web page	Blog comments must be moderated by teacher	No names should be audible or printed in video credits
<b>U High</b>	Full name may be used with student and parent permission	Full name may be used	Should never be linked to UCLS web page	Blog comments must be moderated by teacher	Full name may be used audibly or in printed credits with student and parent permission