

SDUHSD Web Site submission protocol

Web site submission Service Requests:

Submit all Service Requests by email to District Web Technician Jim Boyce
jim.boyce@sduhsd.net
Subject – Web submission

All web site submissions should be complete and ready for publication.

Designated department content providers shall be responsible for submissions.

Make sure the content has been proofread and approved for posting to the Web. It is the content provider's responsibility to ensure accurate content. Please make sure your content is ready before submitting the Service Request. Changes must be submitted as a new Service Request and could delay completion of the Web site changes.

Service Requests that are incomplete, vague, or require corrections shall be placed on hold. An email message will be sent to the department content provider requesting clarification.

Requests for updating an existing Web page should include a specific reference to the page in question. This reference should be made by including the url (address) of the page.

Ex. <http://www.sduhsd.net/html/schools.html>

This url can be copied and pasted into your Service Request from your Web browser. If applicable, your Service Request should also include the section of the Web page where the update is to be made.

Removal of outdated content:

Each department is responsible for maintaining the accuracy of the web site. The content providers should review their content on the web site periodically. We recommend that the calendar be checked at least once a month, or more frequently if you have time-sensitive content. Pay particular attention to content that tends to change, such as names, addresses, phone numbers and announcements of scheduled events. Web Technicians may be directed by District Administration to remove content without notice. The primary responsibility for maintaining the accuracy of each department/school web site belongs to the department/school.

Content Removal Procedure: To have content removed from your site, the content provider should do the following:

1. Submit an email Service Request requesting content removal/replacement and identify the Department/ School where the content is located.
2. If there is replacement content, the new content should be attached to the Service Request. In the text document replacement text should include the old text under the heading "Delete" and the new text under the heading "Replace with".

The Content Provider will be contacted when the work has been completed.