



Radnor Township School District

135 S. Wayne Avenue
Wayne, PA 19087-4117
610.688.8100
www.rtsd.org

Invest in Excellence

Maintaining Your Public Web Presence: Teachers

To ensure community members have access to basic and current information on district faculty, each RTSD teacher must maintain an up-to-date public web presence on www.RTSD.org. In recent years, the district has created and provided each teacher a streamlined and consistent "homepage." At a minimum, each teacher is required to maintain and regularly update this homepage, which should be the first page the public sees when visiting a teacher's website.

Although it is not required, teachers may create additional webpages on their website. Each webpage must be created following district best practices. (For help, see a related webpage under the "Communications" menu in the "Departments" section.) Like a teacher's homepage, once a new webpage is created, it must also be regularly maintained and updated.

The below checklist will assist teachers in ensuring their web presence on www.RTSD.org is current and includes all required information. All webpages should be checked and updated prior to the start of each school year. All webpages should then be checked at least once each semester to ensure all information remains current and updated.

Principals and the communications office will use this checklist to review teacher pages to ensure all content is in order. Questions can be directed to michael.petitti@rtsd.org. Thank you.

- Use the district-approved Teacher Welcome Page Template ("Homepage")
- Include an updated welcome message for visitors on homepage
- Include a district-approved image or photo of teacher on homepage
- Include up-to-date contact info (name, email, phone, room #) on homepage
- Include up-to-date daily schedule on homepage
- Use consistent design elements (font type and size/spacing/colors)
- Add disclaimer and link to Schoology on homepage (if applicable)
- Delete and/or update uploaded files on additional webpages (if applicable)
- Ensure all PDFs, if used, are properly accessible (if applicable)
- Test all links to ensure all are active and working properly (if applicable)