



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

INFORMATION ON THE DISTRICT INTRANET WEBSITE ([HTTPS://RCWEB.REDCLAY.K12.DE.US](https://rcweb.redclay.k12.de.us)) | 3001.6

The intranet is a valuable resource for District staff members to communicate and share documents with other staff members.

All requests to post data on the District intranet website must be related to the District. Links to other sites are permissible as long as they are a resource or contain informational content that is relevant to the District.

All data must be sent to the Web Content Specialist in electronic format. No corrections, changes, or updates to the information or files will be made by the Web Content Specialist.

All new postings require a director's approval. For content areas that require routine updates, an assigned delegate may provide update information.

For new sections or content areas, the requestor should contact the Web Content Specialist.

Annually, each department having content posted on the District intranet website is required to complete a Content Verification and Authorization form (attached). Departments must review the information currently posted, verify that the content is current and accurate, and submit any updates to the Web Content Specialist by the date specified on the form. Depending on the nature of the information, departments may be asked to complete this form periodically throughout the school year.

The home page of the District intranet is reserved for timely and relevant staff news or information. Requests to post information on the home page should be submitted to the Web Content Specialist. Requests will be processed as appropriate.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.