

# Manhattan-Ogden USD 383

## REQUEST FORM FOR STUDENT USE WEBSITE

Step #1 Requestor to complete and send to IT Services (MHS-E campus)	<p><b>General Information for Website Request</b> <span style="float: right;">Date: _____</span></p> <p>Person(s) making request: _____ Time(s) Available _____ ( See IT Evaluation)</p> <p>Building: _____ Room #: _____</p> <p>Website Information:</p> <p style="padding-left: 40px;">Website address: _____</p> <p style="padding-left: 40px;">Privacy Policy has been reviewed: ___ Yes ___ No</p> <p style="padding-left: 40px;">Terms of Use have been reviewed: ___ Yes ___ No</p> <p>You are requesting website to be opened for (check one):</p> <p>___ Elementary      ___ Middle School      ___ High School      ___ District-wide</p> <p><b>Curriculum Integration Plan for Website</b></p> <p>Intended Users: _____ Grade Level: _____</p> <p>Answer the following questions on the back of this form:</p> <ol style="list-style-type: none"> <li>1. What objectives does this website support?</li> <li>2. How will this website be used to teach the objectives?</li> <li>3. How will it impact student learning?</li> </ol> <p>Signature: _____ Date: _____</p> <p>Building Administrator Signature: _____ Date: _____</p>
Step #2 IT Services to complete and send to Administrators.	<p><b>Evaluation by IT Services and Director of Information Technology</b></p> <p>Date received in IT Dept: _____</p> <p>Possible Issues with Website to District Equipment</p> <p>___ No</p> <p>___ Yes (please describe)*:</p> <p>_____</p> <p>_____</p> <p>Signature of Information Technology Director: _____</p> <p>Date: _____</p> <p>*The IT department may need to contact the requesting teacher for additional information.</p>
Step #3: Administrators to complete and return to IT Services	<p><b>Administration Approval Process</b></p> <p>Date presented to Administrators: _____</p> <p>___ Website Access is Approved:</p> <p>___ Website Access Not Approved:</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>Signature of Teaching and Learning Administrator: _____</p> <p style="text-align: right;">Date: _____</p>