

Central R-III Web Page Technical Design Standards.

1. Pages should be sized so they will display properly in a variety of screen resolutions. Pages should be previewed and tested in at least 800 x 600 and 1024 x 768.
2. Regular text entries on Web pages should be limited to the following fonts: Arial, Times New Roman, Times or Helvetica. Special fonts should be saved as graphics to ensure they display properly.
3. Avoid using white texts or links. It is difficult to print.
4. Graphics should be used judiciously. Photos and other graphics should generally not exceed a total of 100k per page. Images need to be in GIF or JPEG format.
5. Images should be displayed with width and height set.
6. Use the “alt” tag to describe your picture for text-only browsers.
7. Use GIF format for drawings and line art.
8. Use all lower-case letters for names of documents and graphics. Do NOT use any spaces or other symbols in naming HTML documents or graphics.
9. Maintain a simple, consistent page layout. Position navigational aids throughout documents and document groups. For example, include a “skip to main content” link in the upper left corner that allows users to jump past repetitive navigation options.
10. All pages should include a link back to the website home page.
11. No District websites shall contain a link to personal web pages or home email address of any Central School Employee.
12. Use standard, universally recognized HTML tags.
13. Use a large-scale, commonly understood navigation scheme. Use meaningful terms for hyperlinks.
14. Provide short, simple, and meaningful alternative text for all graphical features.
15. Keep backgrounds simple, and use high contrast to allow easy viewing of content.
16. Avoid low-contrast color combinations or colors that may not be recognized by lower-resolution screens.
17. Avoid using flashing content, as it may cause seizures in susceptible users.
18. Re-use background images, pages will reload quicker and the user will be able to view pages with ease.
19. Links to potentially offensive materials are not permitted.
20. Do not use frames pages.
21. Provide transcripts, descriptions, or captions for video and audio files to assist people with visual and hearing disabilities.
22. Test pages on a variety of Web browsers to ensure the pages look right to the greatest number of users.
23. Avoid parallel columns.
24. Design the page so the user does not have to scroll from left to right to see the entire page.
25. All portions of the basic home page should fit on one screen and require no scrolling.

26. Web pages should be a maximum of four scrolling screens or must contain links to the top of the page.
27. Web pages should be free of spelling and grammatical errors.
28. Pages that contain time-sensitive information, such as calendars, school events, staff information, must be updated periodically to ensure current, accurate information.
29. Pages should be checked regularly to ensure that links are working and meet District standards. Check to make sure all internal and external links work properly.
30. Remove expired date-related items.
31. Maintain and update files by removing unneeded or outdated files.

Teacher Publishing Guidelines

1. Teachers who wish to publish web pages to the District web server will be allowed to do so through FTP installed on their computer only after the mandatory in-service training has been attended.
2. Before publishing to the District web server, a teacher must have a signed Network and Internet Acceptable Use Agreement, a Web Publishing Guidelines Agreement signed and filed at the school.