

# Eula Independent School District

Clyde, TX

## Web Page Development Guidelines

### **Guidelines for Web Document Style & Design**

The availability of Internet access in Eula Independent School District provides an opportunity for students and staff to contribute to the school system's presence on the World Wide Web. The system's Web sites provide information to the world about school curriculum, instruction, school authorized activities, and other general information relating to our schools and our mission. The Department of Technology provides Internet access for the creation of Web pages. Creators of Web pages need to familiarize themselves with and adhere to the following guidelines and procedures. Failure to follow these guidelines or procedures may result in the loss of authoring privileges.

#### **1. Content Standards:**

School principals must review pages after they are created. After changing a web page, staff members will notify their respective principle, who will review the site in a timely manner. (See administrator form)

#### **2. Subject Matter:**

All subject matter on Web pages should relate to curriculum, instruction, school authorized activities, general information that is appropriate and of interest to others, or it should relate to the school or District. Therefore, neither staff nor students may publish personal home pages as part of the web site, or home pages for other individuals or organization not directly affiliated with the District. Staff or student work may be published only as it relates to a class project, course, or other school related activity.

#### **3. Quality:**

All Web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in District procedures. Regarding the question of quality or property of Web page material, appearance, or content, the judgment of the school principal or District administrators will prevail.

#### **4. Ownership and Retention:**

All Web pages on the District server(s) are property of the school system. Web pages will be deleted when a student graduates or moves unless prior arrangements have been made with the School Principal and Department of Technology.

#### **5. Student Safeguards:**

A. Names of students will not be included without the express consent of a parent or guardian.

B. Photographs of students or staff members will not be included without the express consent of the individual, and a parent or guardian for students. (see forms for students, and staff.)

C. Published email addresses are restricted to staff members or to a general group email address where arriving email is forwarded to a staff member.

B. Web page documents may not include any information that indicates the physical location of a student at a given time, other than attendance at a particular school, or participation in activities.

# Technical Standards

## 1. Consistency:

Each Web page added to the District Web site(s) must contain certain elements which will provide general consistency for District Web pages.

A. At the bottom of the Web page, there must be an indication of the date of the last update to that page and the name of the person(s) responsible for the page or update. It shall be that person's responsibility to keep the Web page current. "Webmaster" can be used instead of the name of the contact person.

B. At the bottom of the Web page, there must be a link that returns the user to the appropriate point(s) in the District Web pages. Ex. "Home" or "Back"

C. Additional consistency standards will be developed as the need arises.

D. All Web pages must be submitted to the School Principal or appropriate District Administrator for review. Once the update has been approved, the signed approval form must be sent to the Division Webmaster.

E. Users must exhibit care when creating Web pages with extensive tiled backgrounds or graphics. Such files require extensive download time, are frustrating for modem users, and slow down the file servers. As a general rule, a Web page should not take longer than twenty seconds to download over a 56 KB modem connection. Graphics files shall be under 800K in size unless special situation exists that requires a larger graphic. Be sure to consider monitor size when creating web pages. 600 x 800 is the current standard.

F. The Technology Director will edit and test web pages for accuracy of links, and check for conformance with standards outlined in these guidelines.

G. Web pages may not contain links to other Web pages not yet completed. If additional pages are anticipated, but not yet developed, the text that will provide such a link should be included. However, the actual link to said page(s) may not be made until the final page is actually in place on the web server(s). Structure your information to take advantage of the hypertext environment; this is, don't put everything on one page, break it into pieces that can logically stand on their own and link to them. Label links well (make them descriptive and accurate.) Strive for high "scannability" - the ability to scan a page and quickly see what is available from it.

H. All Web pages must be given names that clearly identify them. The names of all documents shall coincide with current District naming practices and structures. All images should be placed in an images folder of the said directory.

I. Create a document that is legible and well formatted on many of the most widely used browsers.

J. Any graphics, sounds, or video used on Web pages must conform to the format currently used or approved by the County. (gif, jpg, png)

K. Web pages may not contain any student address links or any other type of direct response links.

L. All Web pages shall be linked to other District pages in relation to their current location on the server(s).

M. Take into consideration copyright standards and guidelines.

## Other

1. Material on Web pages reflect an individual's thoughts, interests, and activities. Such Web pages do not, in any way, represent individual schools or the district, nor are they endorsed or sanctioned by the individual school or the school system. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school or Technology Coordinator.

2. Given the rapid change in technology, some of the technical standards outlined in the guideline may require change throughout the year. Such changes will be made by the Department of Technology with approval of the Superintendent or designee. This Web Page Guideline will be updated on an annual basis, or more frequently if required.

Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by District policy, or legal action.

# **Web Page Development Guidelines Agreement For Employees Of Eula Independent School District**

**Each employee must sign this Agreement as a condition for using the District's computer system.**

Prior to signing this Agreement, read Policy and Regulation "Web Page Development Guidelines". If you have any questions about this policy or regulation, contact your supervisor.

I understand and agree to abide by the District's Web Page Development Guidelines Policy and Regulation. I understand that the District may access and monitor my use of the computer system, including my use of the Internet, email and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action, termination of employment and/or legal action may be taken against me.

**Employee Signature** \_\_\_\_\_

**Employee Name** \_\_\_\_\_

**(Please Print)**

**Date** \_\_\_\_\_

**Please return this form to the Personnel Office.**