

Christ the Teacher Catholic Schools

Web Site Requirements and Recommendations

(adapted from Placer Union High School District)

BACKGROUND

The act of publishing to the world carries with it a good deal of responsibility in the areas of formatting, aesthetics, and content. Any staff member who chooses to publish to the global community must realize that his or her work is seen as representative of the Christ the Teacher Catholic Schools and its emphasis on quality. Self-evaluation and co-evaluation is to guide those who want to publish for their classes, their school, or the Division.

PROCEDURES

You are required to ...

1. Maintain the security of the Division while displaying an interest and willingness to explore website development and further the web resources of the school and/or Division.
2. Obey all current copyright laws. Realize that unless graphics and photos are designated as public domain, they are to be considered private property requiring permission to use.
3. Obtain parental permission to publish photographs and names of students.
4. Obtain staff permission to publish their photographs, names and email addresses.
5. Publish materials that are educational in value or that highlight the activities of students.
6. Publish materials or include links that are congruent with the goals, mission and standards of the Division.
7. Spell-check your work.
8. All pages are to be grammatically correct.
9. Provide a consistent linkage on the school home page to the Division home page.
10. Provide your name and email access on the page you publish.
11. No student work may be published unless a teacher sponsors the student page and permission has been granted by the student's parent/guardian.

It is recommended that you ...

1. Remove non-used files from the server on a regular basis.
2. Update your page regularly.
3. Make sure your links work.
4. Review your page in both 15” and 17” screen sizes (640 x 480 and 800 x 600) and adjust the page for viewability. Make sure you also test your pages with different browsers.
5. Keep in mind the download time when you select graphics for your page. Stick with JPEG and GIF images. They use less space and load faster. Test the page with a dial-up connection and note the loading time.
6. Review your pages for readability.
7. Use tables as a tool to manage the text and graphics on your page.
8. Remember that frames are not for amateurs. Test them. Make sure they work. Avoid scrolling frames with links.
9. Each main page is to contain a “last updated” notice.
10. Pay attention to some of the aesthetics of web page design:
 - ♦ Number of colors.
 - ♦ Number of different fonts and font sizes.
 - ♦ Use of animation, sounds, and video.
 - ♦ Use of white space.
 - ♦ Contrast of colors in backgrounds (remember that they tile – light colors are better).
 - ♦ Use of browser fonts (remember that different users may not have your “choice” fonts).
11. Have a colleague review and evaluate your site and/or have your site reviewed on the Internet.