

## **821.2 RULE TECHNICAL STANDARDS FOR WEB PAGE CONSISTENCY**

Each web page added to the district web site(s) must contain certain elements which shall provide general consistency for district web pages.

1. The name or initials of the person(s) responsible for the page or updating it shall be listed at the bottom of the web page. It shall be that person's responsibility to keep the web page current.
2. At the bottom of the web page, there shall be a link that returns the user to the appropriate point(s) in the district web pages.
3. All web pages shall be submitted to a district designee for review prior to placement on the district server(s). Pages shall be edited and tested for accuracy of links and checked for conformance with standards outlined in this policy.
4. No computers other than the assigned building web servers shall be configured as Web/FTP servers.
5. Users must exhibit care when creating web pages with extensive tiled backgrounds, large graphics, or sound and video.
6. Web pages shall 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) shall not be made until the final page is actually in place on the district server(s).
7. All web pages shall be given names, which clearly identify them. The names of all documents shall coincide with current district naming practices and structures.

Reviewed, revised, and approved by Board of Education January 28, 2008