DECD School and preschool websites Requirements checklist

Government of South Australia
Department for Education and Child Development

This checklist should be used in conjunction with the DECD school and preschool websites standard to ensure your website meets the required DECD standards.

Standard content

- ☐ School/preschool name
- ☐ School/preschool partnership
- ☐ OSHC information
- ☐ Site context statement
- ☐ Annual report
- ☐ Quality improvement plan / Site improvement plan
- ☐ Parent feedback and complaints button on homepage and linking to parent feedback and complaints page/section of DECD website
- ☐ School/preschool anti-bullying policy document
- ☐ Downloadable files or document links should state file size and document type
- ☐ Website feedback and review option

Contact information

- ☐ Name of site leader
- ☐ Addresses (street, postal, general enquiries email)
- ☐ Phone and fax numbers
- ☐ Google map for the site

DECD & government branding

Note: Both the DECD and sa.gov.au logos need to be visible on the homepage and major entry pages, without having to scroll down.

- ☐ sa.gov.au logo which links to SA government website
- ☐ DECD logo which links to DECD website
- ☐ DECD logo is correct size and colour
- ☐ DECD logo has appropriate background

Accessibility & usability

- ☐ Writing style uses plain English and is easy to read
- ☐ Spelling and grammar has been checked
- ☐ Acronyms and abbreviations are defined the first time they are used on a page
- ☐ All links established and work correctly
- ☐ All images display correctly
- ☐ All images have alt descriptions
- ☐ Keywords have been put in for pages and documents
- ☐ Correct use of visual contrast to ensure users can read text easily
- ☐ Web address uses the.sa.edu.au domain
- ☐ Use Google Analytics website activity reporting

Page footers

Must appear on:
(*) homepage footer (^) all content page footers

- ☐ Link to privacy information * ^
- ☐ Link to copyright statement * ^
- ☐ Link to an email address for content inquiries * ^
- ☐ Link to disclaimer statement * ^
- ☐ For accredited **international education schools only**, the following statement is displayed: * ^
  Department for Education and Child Development trading as *South Australian Government Schools -* CRICOS No. 00018A
- ☐ Link to Creative Commons and NEALS *
- ☐ Link to Early years learning framework (all early learning services – birth to 5 years) *
- ☐ Link to Australian Curriculum (junior primary, primary and secondary schools) *
- ☐ Link to SACE (schools with a secondary component) *
- ☐ Link to My school *
- ☐ Link to an 'Attribution' page which credits any third party information used, eg stock images, coding, etc *

Legal

- ☐ A consent form for either students or teachers is retained on file for any photographs or an individual's work displayed on the web
- ☐ Photos of students on the website are labelled using general terms and do not include student names
- ☐ All copyrighted material (eg Creative Commons) is identified and licensed
- ☐ The website is politically impartial
- ☐ All public sector endorsements have ministerial approval
- ☐ The website does not imply endorsement or unintentionally endorse private sector entities (unless sponsorship is provided)

Advanced

Note: A professional web developer or someone with advanced technical knowledge should address these criteria.

- ☐ Valid (X)HTML code with the proper DOCTYPE declaration:
  HTML 4.01, Transitional or *XHTML 1.0 Transitional*
- ☐ Language defined as English
- ☐ CSS used for layout and style to ensure separation of style and content
- ☐ Valid CSS code
- ☐ CSS print style sheet to reformat web pages for print
- ☐ Website includes robots.txt used by search engines
- ☐ Uses UTF-8 character encoding to support international characters