

Schools and preschools website content checklist

This checklist should be read in conjunction with the [DECD school and preschool websites standard](#).

Standard content

- School/preschool name
- School/preschool identified with the relevant region
- OSCH information (preschools)
- Site Context Statement
- Annual Report
- Site Improvement Plan/Quality Improvement Plan
- Downloadable files or document links should state file size and document type.
- Feedback review option/website feedback and enquiries
- Parent feedback and complaints button on homepage and linking to 'Parent feedback and complaints' page/section
- School/preschool anti-bullying policy document

Contact information

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

Page footers

Must feature on:

(*) homepage footer (^) content page footers

- Link to [Privacy information](#) *^
- Link to [Copyright statement](#) *^
- Link to an email address for content inquiries *^
- Link to [Disclaimer statement](#) *^
- [CRICOS](#) No. 00018A (for DECD IES accredited schools offering courses to International Students on a student visa) *
- The statement '[Department of Education & Children's Services](#) trading as *South Australian Government Schools*' is displayed *
- Link to [Creative commons](#) *
- Link to [Early years learning framework](#) (preschools) *
- Link to [SACSA](#) (primary schools and up) *
- Link to [SACE](#) (schools with a high school component) *
- Link to [My school](#) *
- Link to Attribution section *

DECD & government branding requirements

Note: Both the DECD and sa.gov.au logos need to be visible on the home page 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 the correct size/colour
- DECD logo has the appropriate background

Accessibility & usability

- Writing style uses Plain English and is easy to scan
- Content is free of spelling and grammatical errors
- Headings and links are descriptive
- 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](#)
- Meets [AGLS metadata standards](#)
- Correct use of [visual contrast](#) to ensure users can read text easily
- Web address should be [school/preschool name].sa.edu.au
- Use [Google Analytics](#) website activity reporting

Legal requirements

- Do not link to web developer websites** - it is classified as endorsement
- 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

Advanced

Note: A professional web developer or someone with advanced technical knowledge may need to 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