

DoDEA Web Site Problems/Issues Checklist

WPG - DoDEA Web Publishing Guidelines

Content

Problem/issue areas found in your Web site:

- "Under Construction" Web page (WPG p. 9)
- Hyperlinks are not all operational (WPG p. 4)
- Web content appears out of date, review for accuracy and timeliness and update the Web page date (WPG p. 9)
- Current DoDEA logo not used (WPG p. 9)
- Web content may be questionable (WPG p. 7)
- Graphics do not support the mission (WPG p. 4)
- Copyright notices for DoDEA Web content (WPG p. 3)
- Hyperlinks do not offer a description of the link (WPG p.4)
- Endorsement of private entities, vendors, and/or products (WPG p. 9)
- Hyperlinks do not support the mission (WPG p. 4)
- DoDEA Webmaster did not approve the use of duplicate Web content (WPG p. 3)

Problem/issue areas caused by omission from your Web site:

- Fax number on contact page
- Dress code information on school policy page
- Graduation requirements on school policy page
- Homework information on school policy page
- Transportation page

- Policy information on transportation page
- Curriculum page
- Attendance information on school policy page
- Link to host military command on contact page
- Registration information on transportation page
- Point of contact information on transportation page
- Safety information on transportation page
- Point of contact information for registration information on registration information page
- Link to area for immunization information on registration information page
- Link to area for required documentation on registration information page
- Registration information page
- Course descriptions on curriculum page
- Link to employment opportunities on contact page
- Discipline information on school policy page
- E-mail address on contact page
- Hyperlink to DoDEA Privacy/Security notice required on homepage (WPG p. 8)
- Hyperlink to helper applications / plug-ins are required (e.g., .pdf, .mov, etc) (WPG p. 5)
- Homepage must contain a hyperlink to the DoDEA homepage (WPG p. 8)
- Copyrighted content can be used only with permission (WPG p. 3)
- Contact information for speakers of languages other than English on contact page
- Parent handbook
- School policy page
- Link to community guides on Homepage

- Contact information page
- APO address on contact page
- School leadership identified on Homepage
- Mission/vision statement on Homepage
- DSN telephone number on contact page
- Short statement about school or welcome message on Homepage
- Link to demographic profile
- School Accreditation
- Student handbook
- Link to DoDEA curriculum guides/standards on curriculum page
- Volunteering opportunities information on community connections page
- Award/commendation information
- Standardized testing/result information
- Special needs program information
- Gifted program information
- Distance learning information
- School Improvement Plan
- Athletic program information
- Command partnership information on community connections page
- Information for PCSing families
- Calendar with links to activities
- Community connections page
- School advisory Council / School Board information on community connections page

- PTO/PTA.PTSA/Booster Club information on community connections page
 - Commercial telephone number on contact page
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Design

Problem/issue areas found in your Web site:

- Hyperlinks to external sites from within a framed Web page (WPG p. 9)
- Web page color selection does not promote a high contrast between background and foreground (WPG p. 8)
- Web page graphics size consistently too big (WPG p. 8)
- Major sections of the Web site do not maintain a consistent design and navigation scheme (WPG p. 8)
- DoDEA Webmaster did not approve the use of cookies (WPG p. 9)
- Web pages consistently too long (WPG p. 7)
- Browser specific code or design (WPG p. 9)
- Site design too wide (WPG p. 7)

Problem/issue areas caused by omission from your Web site:

- Approval Authority, Author, and Designer information must be placed in META tags in the <HEAD> section (WPG p.8)
 - Web server default index page required to prevent directory browsing (WPG p. 7)
 - Date the Web page was created, updated, or reviewed required (WPG p. 8)
 - External hyperlinks require an exit notice (WPG p. 4)
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Privacy/Security

Problem/issue areas found in your Web site:

- Embedded Third party programs or code (e.g., page counters, weather) (WPG p. 7)
- Employee names other than 1st and 2nd tier (WPG p. 5)
- For Official Use Only, proprietary, or sensitive information (WPG p. 6)

- Unscreened customer input (e.g., guestbooks, forums) (WPG p. 9)
- Student names (WPG p. 5)
- Parent Names (WPG p. 5)
- Personal information (WPG p. 6)
- Office or school floorplans (WPG p. 6)

Problem/issue areas caused by omission from your Web site:

- E-mail addresses require use of an e-mail alias address (WPG p. 6)
 - Personal Information collected from customers require appropriate approvals and security (WPG p. 5, 8)
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Section 508: Accessibility

Problem/issue areas found in your Web site:

- Avoid color specific instructions (WPG p. 1)
- Animated graphics do not stop after a maximum 5 revolutions (WPG p.2)
- Customer response time limited (WPG p. 2)
- Alternative text tags do not offer brief, complete descriptions (WPG p.1)

Problem/issue areas caused by omission from your Web site:

- Use of client side image maps require Alternative text tags (WPG p. 1)
- Alternative content required for non-accessible content (WPG p. 3)
- Alternative text tags for graphics, scripts, or applets are required (WPG p.1)
- Column/row heading required for data tables (WPG p. 2)