



**NSW Department of Education and Training**

# **Web Publishing**

**Consultation Draft**

## **Contents**

### **1.0 Abstract**

### **2.0 Applicability**

### **3.0 Context**

### **4.0 Procedures and Standards**

#### **4.1 Departmental URL and Domain Names**

#### **4.2 Departmental Logo**

#### **4.3 Signatures**

#### **4.4 Contact Details and Email Addresses**

#### **4.5 Linking to Other Sites**

#### **4.6 Naming and Linking to Corporate Sponsors and Commercial Providers**

#### **4.7 Privacy and Student Safety Issues**

#### **4.8 Site Accessibility**

#### **4.9 Copyright**

#### **4.10 Policy Related Documents**

#### **4.11 Terms and Conditions**

#### **4.12 Metadata**

#### **4.13 Technical Requirements**

### **5.0 Responsibilities and Delegations**

### **6.0 Monitoring, Evaluation and Reporting Requirements**

### **7.0 Optional Guidelines**

#### **7.1 Usability**

#### **7.2 Site Design and Development**

#### **7.3 Page Design and Readability**

#### **7.4 Document Downloads**

#### **7.5 Graphics**

#### **7.6 Multimedia**

#### **7.7 Contact Details**

#### **7.8 Vanity Publishing**

#### **7.9 'Print-friendly' pages**

### **8.0 For Further Information**

### **9.0 Appendices**

#### **Appendix A: Currently Endorsed Departmental Web Sites**

#### **Appendix B: Glossary**

## 1.0 Abstract

This document aims to facilitate the development of a high quality, effective and integrated Departmental web presence that is aligned with government and departmental objectives.

## 2.0 Applicability

These guidelines apply to all NSW Department of Education and Training web publishing, including publishing by, and on behalf of, all departmental staff and students. This includes TAFE NSW and all other departmental entities, hereafter referred to as the Department.

These guidelines aim to ensure that all material published on the Department's Internet and intranet websites meet mandatory requirements and best practice. As a government service the Department has a responsibility to ensure that all online content

- is universally accessible and is easily found through search engines,
- meets the diverse needs of staff, students and the community
- meets government and corporate electronic service objectives.

The development of innovative and creative web content is actively encouraged, however there is also an obligation to ensure that all departmental web publishing, particularly on the Internet, supports people using older Internet technologies or computer configurations as well as enhancing accessibility for people using *access technologies* and mainstream Internet software.

All web content on new and existing sites must conform to the standards described in this document.

The web publishing environments within the department's web presence are:

- **Internet** – material is published to a public site and is therefore generally accessible to any person around the world who has access to the Internet. However, there is also some material (eg. tutorials) that may be published to the Internet but are password protected and so only available to authorised users.
- **Intranet** – materials published to a particular intranet will only be accessible to users who have authenticated access to that intranet. These include:
  - **Department wide intranets** – Materials published onto these intranets are potentially accessible to all students and staff in the Department.
  - **Local intranets** – Materials published onto a local intranet are only accessible to localised students, staff and other authorised users.
  - **Group intranets** – Materials published onto a group intranet are only accessible to members of that group. Membership may include staff and/or students within one locality or across localities.
  - **Local Server Intranets** – materials published on a local server intranet are only accessible to staff and students whilst at the premises.

The standards described in this document apply to all departmental web publishing environments.

- Publishing on the Internet and Department wide intranets must strictly adhere to both the *Procedures and Standards* and *Optional Guidelines* sections of this document
- Publishing on local and group intranets must strictly adhere to elements specified in the *Procedures and Standards* section of this document however publishers may determine the level of implementation of the *Optional Guidelines*.

Some departmental entities may have additional web publishing requirements that may need to be read in conjunction with this document.

Special circumstances may apply to online-tutorial modules and learning objects. In the context of departmental web publishing, an online-tutorial module is online instructional material directly aligned to a specific course and where the intent is to achieve specific and measurable learning outcomes through the online medium. The learner may be a student or a member of staff undertaking a structured professional development course. An online-tutorial module is not merely a collection of resource information, materials and activities about a particular topic.

As the web environment is constantly evolving, it is recognised that the guidelines may need to be updated to meet emerging needs. Requests for an amendment should be addressed to the Chief of Communications.

### **3.0 Context**

The Government of New South Wales values information and communications technologies as a means for improving its government, shaping its economy and connecting its citizens. It understands how these technologies can maintain a high standard of living for the State's communities and businesses, influence its future and transform its connections with the world. It places great emphasis on the rapidly emerging online society and its ability to change forever how we learn, conduct business and interact individually, nationally and globally.

### **4.0 Procedures and Standards**

Departmental web publishing will be developed and maintained in a manner consistent with the procedures and standards set out in this document.

#### **4.1 Departmental URL and Domain Names**

The only valid departmental domain names are listed in *Appendix A: Currently Endorsed Departmental Web Addresses*. Additional sites should not be established or maintained without the approval of the Chief of Communications.

Requests for separate websites must be submitted to the Chief of Communications for approval prior to any commencement of web development.

Any agreed additional sites should be managed through the Department's Web Content Management System unless there is a compelling reason not to do so. In such a circumstance, approval to proceed should be sought from both the Chief of Communications and the Chief Information Officer prior to commencing the development of the site.

A currently endorsed website should only contain content with particular reference to its particular area. For example, the Schools website should not contain content with applicability across the whole Department as such content should be on the DET website. Similarly, information with particular applicability to schools (eg. school technology support) should not be on an Institute website but should be on the Schools site.

Departmental officers must not create separate websites that contain the departmental logo, departmental information, reference to departmental staff and/or any other content that could give the impression of some relationship to the Department. This includes the management of web content on non-departmental servers.

With the exception of tutorial modules, learning objects and closed sites, all web publishing in the [www.det.nsw.edu.au](http://www.det.nsw.edu.au), [www.schools.nsw.edu.au](http://www.schools.nsw.edu.au) and <http://detwww.det.nsw.edu.au> domains should be integrated into the corporate designs and templates of these sites in association with the Web Publishing Unit.

The corporate website designs, or any elements of them, should not be used outside the information design of the corporate website in consultation with the Web Publishing Unit. For example, directorates still maintaining material on the “old” intranet should not use the visual design elements of the “new” intranet.

#### **4.2 Departmental Logo**

The DET logo is to be used on all departmental websites unless the content applies to TAFE NSW, when the TAFE NSW logo is to be used. Both the DET logo and the TAFE NSW logo must be used in accordance with corporate identity visual standards.

In each case:

- the logo must appear in a position of prominence and not require scrolling to be seen.
- text in the logo must be clearly readable.
- no attempt should be made to redraw, typeset or change the arrangement of the elements that make up the logo.
- special effects (such as drop shadows, skewed text) should not be used.
- the names of Directorates or functional units should not appear under the corporate logo or within close vicinity to it.

No logos previously used by Directorates of the former Department of School Education and Department of Training and Education Coordination should be used on publications.

Where another logo must appear on the same page as the DET logo it must be no larger nor have greater prominence than the DET logo.

For further information contact the Director, Corporate Marketing.

#### **4.3 Signatures**

Images of the signatures of departmental personnel and government officers should not be reproduced on the website. Particular care need to be exercised in the reproduction of print material into pdf format when there is a foreword or introductory statement.

#### **4.4 Contact Details and Email Addresses**

The home page of each site must include the address and contact details of the relevant departmental entity. Extreme caution should be exercised in relation to the publication of individual email addresses on Internet sites because of the potential for large amounts of spam (unsolicited and often inappropriate email) to be sent to that address. This issue does not arise with intranet sites or closed sites.

Email addresses of students should not be published on Internet sites.

Email addresses of staff should not be published without the explicit agreement of the account owner and their supervisor. Where contact details are required for customer service a Public Folder or a generic email account are recommended.

#### **4.5 Linking to Other Sites**

All departmental Internet sites should include a link from the home page back to the DET Internet home page <http://www.det.nsw.edu.au>

Departmental Internet sites and department-wide intranet sites should not link to:

- local intranet sites

- group sites
- personal websites, including the personal websites of departmental staff.

All departmental sites may link to:

- other departmental Internet sites
- internet sites with the domain gov.au
- internet sites with the domain edu.au

Discretion should be used in linking to:

- sites with the domain org.au
- Corporate sponsors and commercial providers – see below
- Resources from other education providers with an edu domain

Links to these sites should be signed off by the appropriate Director.

Avoid linking to intranet sites from Internet sites unless there is a compelling reason to do so. If this must be done then it should be accompanied by a clear statement advising the user that it is an intranet site and the circumstances of its accessibility.

#### **4.6 Naming and Linking to Corporate Sponsors and Commercial Providers**

Departmental entities seeking to acknowledge a commercial, business or other external organisation on a departmental website should consult and adhere to the appropriate guidelines, including: Sponsorship of School and Departmental Activities, Policy Statement and Guidelines for Implementation (NSW Department of School Education 1991).

In any such instance it is paramount that naming and/or linking:

- only relates to reputable organisations whose public image, products and services are consistent with the values, goals and specific policies of public education and training;
- does not imply recommendation of the products or services of a vendor or actively promote their sale.

The following material, or links to such material, is not acceptable on departmental websites:

- party political announcements
- services of a religious disposition
- cigarette and tobacco products
- gambling services or venues
- sexual services or sex industry venues
- alcohol

Departmental entities seeking to acknowledge business partners should ensure the extent of the acknowledgement is consistent with the level of the commercial arrangement. Where it is deemed appropriate for a brand name or logo to appear on the site:

- it should be no larger than the departmental logo
- it should not be animated
- it should not be a link to a web site
- approval must be granted in writing by a company representative prior to the logo's placement on the website.
- In schools, agreement must be obtained from staff and parent representative bodies.

School links to commercial sites should not be undertaken except for the purpose of accessing essential educational or professional resources which provide a clear and demonstrable benefit to the user. This link must take the user to a closed site which has no further links outside that area of the site. The same conditions apply to other departmental sites except with the explicit authorization of the appropriate Director. Where this authorization is granted, links to external sites should open in a separate window.

For further information refer to the Manager, Sports and Arts Foundations.

#### **4.7 Privacy and Student Safety Issues**

The Privacy and Personal Information Protection Act 1998 established safeguards to protect all personal information held by government agencies from 1 July 2000. Personal information is any information that relates to an identifiable person. It includes paper files, electronic records, video recording and photographs.

The Department is obliged to meet the requirements of the legislation in relation to collection, storage, use and disclosure of personal information.

The Privacy Code of Practice is available online at <http://detwww.det.nsw.edu.au/directorates/leglserv/privacy2/bulletins/code.htm>

Supporting information is available online at <http://detwww.det.nsw.edu.au/directorates/leglserv/privacy2/privacy.htm>

The Child Protection Guidelines are available online at <http://www.det.nsw.edu.au/policies/chilprot/index.htm>

In particular it should be noted that:

- Full names of students should not be published on the Internet except in association with the Media and Communications Unit
- Photographs of students should not have the student's name associated with them except in association with the Media and Communications Unit
- Personal information or email addresses should not be published
- Written permission must be obtained to publish photographs of individuals or their work. For any student under the age of eighteen written permission from the parent or guardian must be obtained.

In the case of TAFE NSW website, students' names and photographs can be published with the consent of students over the age of 18 or with the consent of the parent or legal guardian. An authority to publish form can be obtained from Director, Corporate Marketing.

#### **4.8 Site Accessibility**

An accessible website must be able to be:

- utilised by standard devices for vision and hearing impaired users,
- downloaded by users with small bandwidth, and
- viewed on multiple browsers and platforms.

International Internet standards are developed by the World Wide Web Consortium (W3C). Government agencies such as the Department are expected to adhere to *Priority 1* and *Priority 2* of the *W3C Web Content Accessibility Guidelines*.

Priority 1 and Priority 2 checkpoints can be viewed at [www.w3.org/TR/WCAG10](http://www.w3.org/TR/WCAG10).

Further accessibility checkpoints (*Priority 3*) are optional.

Any exception to W3C Checkpoints *Priority 1* and *Priority 2* requires the approval of the Chief of Communications.

Note: the W3C website [www.w3c.org](http://www.w3c.org) provides tools and sample code to help improve site accessibility. To test site accessibility go to [www.cast.org/bobby/](http://www.cast.org/bobby/) and <http://www.w3.org/TR/WCAG10-CORE-TECHS/#auto-validators>

Measures to ensure site accessibility include:

- Provide alt tags for all graphical elements, graphical representations of text (including symbols, bullets), image maps, animated gifs, and audio/video files. This also includes images that are layout spacers without a value (alt="" “)
- Include the Title attribute in the anchor tag to provide information describing the link.
- Avoid the use of pdf files unless there is a compelling reason to do so. If they must be used always provide a rich text format (rtf) and html version as well.
- Allow fonts to be resizable.
- Do not use frames
- Provide captioning and transcripts of audio and descriptions of video.
- Use cascading style sheets (CSS) for layout and style where possible.
- Summarise graphs and charts or use the longdesc attribute.
- Provide alternative content for scripts, applets, & plug-ins in case active features are inaccessible or unsupported.
- Make line-by-line reading sensible in tables

#### **4.9 Copyright**

Material is not automatically “public domain” or “copyright free” just because it is on the Internet and a work does not need a copyright notice on it to be protected.

Issues to be addressed include:

- Where the department engages any contractor, consultant or a staff member under a contract of secondary employment and that contractor or consultant creates any copyright as part of that engagement
- External requests for use of online copyright material
- Intellectual property of the Department
- Moral rights

Staff should always refer to the Terms of Use / Terms and Conditions / or Copyright information offered on external websites to check what it is permissible to use.

For further information refer to:

<http://detwww.det.nsw.edu.au/directorates/admiserv/copyrigh/index.htm>

#### **4.10 Policy Related Documents**

All corporate policy related documents must be only web published in the “Our Policies” area of the DET Internet / intranet at [www.det.nsw.edu.au/policies/index.htm](http://www.det.nsw.edu.au/policies/index.htm) and must not be published on alternate websites nor replicated on alternate sites.

All departmental websites are able to freely link to these documents.

Documents relating to the local implementation of a corporate policy may be published on alternate sites but the initial page must also include a link to the corporate document.

For further information please contact the manager of the Policies Project in Audit Directorate.

#### **4.11 Terms and Conditions**

Disclaimers or Terms and Conditions link must be applied on all Departmental Internet sites. It should appear at the base of the site linking to a page which shows the full terms and conditions. However, it should not simply link to the Terms and Conditions page on another departmental site as it may require more specific statements.

Contact Legal Services for further information.

#### **4.12 Metadata**

Metadata is information about web pages and their content. It is used to

- provide information about the content to search engines, which then index the pages to assist people searching for information on that topic.
- enable a range of content life-cycle management processes, i.e. by specifying the expiry dates content can be easily maintained or archived.

It is not visible in the web browser when the page loads but can still be seen if the user chooses to view the page in Source mode.

The Australian Government Locator Service (AGLS) is an Australian metadata standard already mandated for use within Commonwealth Government agencies and NSW has also agreed to adopt the standard. Therefore, all Departmental websites are committed to implementing this standard. For further information refer to <http://oit.hsnet.nsw.gov.au/agls/>. For information about mandatory departmental metadata contact the Web Publishing Unit.

Web pages may also have additional metadata. For Departmental standards on additional metadata associated with teaching and learning resources contact the Assistant Director, Teaching and Learning Innovation.

Note: Meta tags should not be used to perform automatic page redirections, as access technologies cannot interpret the content before the redirection takes place.

#### **4.13 Technical Requirements**

All sites to be hosted within the Department's web publishing environment should only include web pages and applications that are supported by DET web servers.

For further information on technologies supported for DET corporate servers contact the Director, Telecommunications in Information Technology Services Directorate. For technologies supported in all other contexts contact your local system administrator.

**Note:** Under no circumstances are external contractors or firms granted direct access to departmental servers.

#### **5.0 Responsibilities and Delegations**

Corporate Communications is responsible for the design and management of the corporate website and for coordinating departmental web publishing standards.

Information Technology Services Directorate is responsible for providing appropriate technological infrastructure and coordinating technical standards.

Content owners are responsible for the quality and currency of the content. All Internet content and system-wide intranet content must be signed off by the appropriate Senior Officer.

#### **6.0 Monitoring, Evaluation and Reporting Requirements**

The Web Publishing Unit will monitor the implementation of the requirements set out in this document and report to the Chief of Communications.

## **7.0 Optional Guidelines**

This section continues to describe mandatory requirements for all Internet and department-wide intranet sites. Local and group intranet publishers may determine their level of implementation.

### **7.1 Usability**

Usability is the practice of making the interface on a website as easy as possible to use for the widest range of users. It involves looking at the web from a user perspective and encompasses content style, content layout, design, branding, information architecture and navigation, functional and transactional elements.

Although web audiences differ, there are three universal requirements:

- Users want to find what they are looking for quickly
- Users want to find what they are looking for intuitively
- Users want to be confident that the information accurate, relevant and current.

For further information on usability refer to the Office of Information Technology website at [http://www.oit.nsw.gov.au/pages/12.1.3.Improving\\_2.htm](http://www.oit.nsw.gov.au/pages/12.1.3.Improving_2.htm)

### **7.2 Site Design and Development**

A web site should be structured so that users are able to find and engage with the content quickly and intuitively.

To ensure a site is easy for the user to navigate:

- structure the site according to the tasks users will perform to access the information, products or services
- avoid using corporate structure in site architecture
- use a hierarchical information structure such that all information directly related to the headings above it
- assist users to readily move around a group of pages through the inclusion of effective navigation buttons. The buttons should include, as a minimum, a “home page” button to provide users with a home base to return to when exploring inner pages
- a common set of graphic images for buttons should be used to ensure consistency across the site
- add a text based link for each button used
- use a site map or table of contents explaining the site
- disable links to incomplete pages and avoid “Under construction” signs.

#### *Plug-ins*

A plug-in is an extension of the browser functionality, which may require users to download software to use (for example Flash, Shockwave, QuickTime). It is preferable not to design sites that require plug-ins unless there is a compelling reason to do so. If they are to be used, ensure an introductory page or section is provided advising users:

- what to expect,
- how to check if the plug-in is already installed on the computer
- how to obtain the plug-in if necessary.

Include an alternative text page for users who cannot access the plug-in.

#### *Frames*

Avoid using frames. Frames render web sites inaccessible to people using *access technologies*. Web pages within frames are also difficult to print and bookmark, and search engines have trouble indexing the pages.

Sites currently using frames should include the <noframes> tag element and include a title attribute on these pages. The <noframes> tag element appears after the <frameset> tag elements in a web page. These tags enable you to place text or links in your document that will display in browsers or *access technologies* that do not support frames.

#### *Technical Requirements*

- Each site hosted on DET corporate servers must contain a root level file with one of the following file names in lowercase:
  - welcome.htm or welcome.html
  - index.htm or index.html
- All file names and internal file references must be in lower case. All file names must conform to a maximum of a (15) dot three (3) convention, for example *filename.htm*. Underscores are acceptable within the eight-fifteen character component. This includes the directory names used to store these files. File names must not include special characters, such as %\$, or spaces. There must also be only one file extension, for example .htm and not filename.txt.htm.
- Use *relative paths* to link files in the site so that they will continue to work even if the site is moved to a new location.
- Ensure all web pages are available when using access technologies or multiple browsers.

### **7.3 Page Design and Readability**

#### *Screen Display*

- Sites should be designed for up to 1024x768 resolution monitors and higher and may 'expand in proportion' to accommodate higher resolutions.
- Web safe colours should be used or be able to degrade to web safe colours on 8 bit monitors
- The recommended background colour is white. Ensure background colours do not diminish the legibility and readability of the text.
- Avoid using background images and textured or patterned backgrounds as they make it difficult for people with sight problems to read the foreground text.
- Use text rather than images to convey important information.
- Use fonts that render well on computer monitors e.g. sans serif fonts, such as *Verdana*, *Arial* or *Helvetica*, are clear and easy to read at any size. Serif fonts, such as *Times New Roman* or *Garamond* are also easy-to-read fonts if they are no smaller than 10 point in size.
- Pages weight should be no more than 50K (kilobytes) to enhance download times.

#### *Readability*

Users read online content differently to the way they read text on a printed page. They do not read in a 'linear' way, they scan. Usability research shows that people reading on screens first scan the page, checking out headlines and relevant text – and they may start reading content anywhere on a web page.

To optimize the readability of a page:

- Headings should not be longer one line.
- Paragraphs should not run longer than five lines.
- Use meaningful headings
- Do not use underline on text that is not a hyperlink as it may get confused with hypertext links.
- Fully justified text is harder to read than left aligned text.

- Flashing graphics, dark backgrounds and dark text on dark backgrounds hinder a user's ability to read information from a web page. Light colour text on a black background will not print using default printer settings
- Limit screens to two pages where possible or alternatively provide an active Table of Contents at the top of a long page and include 'back to top' links.

### *Language*

Users go to a particular website to find specific information to meet their needs at the time. The editorial style should be widely accessible and use everyday language or plain English without using jargon or clichés.

Reading speeds are more than 25% slower from computer screens than from paper. Brevity is the key, so sentences should be informative but concise and without unnecessary adjectives or phrasing which hinders the flow of sentences.

Contractions (eg isn't) are quite acceptable when writing for the web as they give the content an informal, friendly tone that is appropriate for the medium.

If a technical term or jargon expression must be used, define it in simple language at the first appearance of the word.

It is essential to be aware of religious or culturally sensitive language.

Use gender-inclusive language when dealing with functions or occupations.

### *Linking*

Make link text brief and descriptive. Users find large blocks of underlined text difficult to read and *access technologies* may also have difficulty in interpreting the text.

When links are used to direct a user to a particular page, use the embedded link method eg DET Home Page

Where possible link directly to the specific URL of relevant content on another website ('deep linking') rather than to the home page as this may be confusing and increases download time.

Users should be clearly informed that they are leaving the site when they click on an external link.

Provide meaningful link text. *Access technologies* may only show page links and ignore the surrounding text. For example, "Click here to return to the home page" may display as "Click here". For a more meaningful link, make the subject of the sentence the link, for example, "Return to home page".

Separate strings of text links. To ensure links are interpreted correctly by various access technologies, separate strings of text links (such as navigation links at the bottom of page) with the pipe character ( | ).

## **7.4 Document Downloads**

Downloaded documents, such as .doc,.pdf,.xls and .rtf, usually require another program to read the file, for example Acrobat Reader is required to read Portable Document Format (pdf) files. This may require the user to download the software in order to view the document.

Downloaded documents such as pdf files should not be used unless there is a compelling reason to do so. In such cases:

- Pdf files should be accompanied by an rtf and html version.
- The full, correct title of the document should be used as the link to the document.

- The Help section of the site should provide a short explanation as to how to open a pdf file and instructions for downloading Adobe Acrobat Reader.
- All links to pdf files should be clearly labeled as pdf files and display the size of the file.
- Any pdf over 1 MB should be broken into chapters or sections, if possible, to avoid slow downloads for users.

## 7.5 Graphics

- Static images should be limited to 20 kilobytes in size so as to not unduly delay transmission.
- Links to large graphic images should include a text description and indication of size.
- Use small versions (thumbnails) of images that click through to larger versions on another page, to avoid heavy downloads and to ease navigation.
- Use conventional symbols rather cryptic signs for obvious tools
- Images to be in GIF or JPG format.
- Include the height and width attributes of graphic elements to speed up the page download time.
- *Redundant links* enable people who have images turned off, or who are using access technologies, to access the content behind the link.
- Include *alternative text* to assist users who may have non-graphical browsers, or who have turned the images off access a description of the image and any associated links.

## 7.6 Multimedia

Because the need for download speed dominates the Internet, multimedia effects should only be used when they genuinely add to the user's understanding of information.

- Notify users of download size and duration of multimedia objects.
- Include alternative text in HTML tag elements that insert multimedia objects. This ensures a description of the object displays if the object does not load.
- Include an alternative text page to enable people to access the content if their browser does not support multimedia elements. This content should be identical to the content developed for multimedia delivery.

## 7.7 Contact Details

The provision of an contact details is important as the gesture often conveys a degree of authenticity and credibility about the content published as well as providing a high degree of customer service. The following conventions should apply:

For more information contact:

Position Title

Email: (preferably a central email account rather than personal account to minimize the receipt of Spam emails)

Phone business hours: xxxxxx

## 7.8 Vanity Publishing

Vanity publishing should be strenuously avoided. This is where content owners publish information about themselves or publish material about their projects that is self-promoting rather than containing information that is genuinely relevant and for users. As a guide, the following forms of self-publishing are inappropriate:

- Internally focused pictures and content about programs or events;
- information about individual staff members

## 7.9 'Print-friendly' pages

Web users often print out web pages to read after they have logged off. Consider providing two versions of each webpage - the site version, and a 'print-friendly' version with the graphics removed.

#### **8.0 For Further Information**

Manager, Web Publishing Unit. Phone 9561 8446.

#### **9.0 Appendices**

## Appendix A: Currently Endorsed Departmental Web Sites

### Note:

1. This list may be inaccurate and incomplete in the consultation draft. Please contact [webteam@det.nsw.edu.au](mailto:webteam@det.nsw.edu.au) with any additions or changes to be made so that the final document has a complete and accurate list of all currently endorsed sites.
2. All Departmental web sites will be the subject of ongoing review.

<http://www.acecourses.nsw.edu.au>

<http://www.acensw.com.au> **Adult and Community Education (ACE)**

<http://www.ames.edu.au> **NSW Adult migrant English Service (AMES)**

<http://www.austafe.edu.au> **AusTAFE National Association of TAFE Managers**

<http://www.bace.nsw.gov.au> **Board of Adult and Community education (BACE)**

[http://www.batemansd.det.nsw.edu.au/Southern\\_Stars/index.htm](http://www.batemansd.det.nsw.edu.au/Southern_Stars/index.htm) **Southern Stars**

<http://www.bvet.nsw.gov.au> **BVET**

<http://www.cap.nsw.edu.au> **Country Area Program**

<http://www.curriculumsupport.nsw.edu.au> **Curriculum Support Directorate**

<http://www.det.nsw.edu.au> **DET Internet**

<http://apprenticeship.det.nsw.edu.au> **Apprenticeships and Traineeships NSW**

<http://comptech.det.nsw.edu.au> **Computer Technology Unit in ITD**

<http://detrnac.det.nsw.edu.au> **DET New Apprenticeship Centres**

<http://detwww.det.nsw.edu.au> **DET intranet**

<http://www.networks.det.nsw.edu.au/> **Networks Unit in ITD**

<http://ntservers.det.nsw.edu.au/> **NT Servers Unit in ITD**

<http://schoolsystems.det.nsw.edu.au> **OASIS Unit in ITD**

<http://software.det.nsw.edu.au> **Software Unit in ITD**

<http://sports.det.nsw.edu.au> **School Sports Unit**

<http://stateofficesupport.det.nsw.edu.au/> **State Office Support Unit in ITD**

<http://traineeships.det.nsw.edu.au> **Apprenticeships and Traineeships NSW**

<http://www.det.nsw.edu.au/eas> **Community Grants Programs**

<http://www.det.nsw.edu.au/industryprograms> **Industry Programs**

<http://www.det.nsw.edu.au/trainingmarket> **Training Market**

<http://www.det.nsw.edu.au/vetinschools/sydneyaccesswpp/tafevetinfo/tafeinfo.htm> **VETiS**

<http://www.det-isp.com/index.jsp> **Intervention Support Program**

<http://www.detnsw.net>

<http://www.detnsw.net.au>

<http://www.detnswtest.net.au>

<http://www.dse.nsw.edu.au>

<http://www.education.nsw.gov.au> **ISP project**

<http://www.farmworker.com.au> **Govt Farm Employees Drought Relief Strategy through TAFE**

<http://girlswork.det.nsw.edu.au>

<http://www.govet.nsw.edu.au> **GoVet**

<http://www.govschools.net>

<http://www.highered.nsw.gov.au> **Higher Education Directorate**

<http://www.horsetherapy.com.au> **Equine Massage Therapy at TAFE**

<http://www.horsetherapy.info> **Equine Massage Therapy at TAFE**

<http://www.icit.nsw.edu.au> **NSW Institute of Teachers**

<http://www.nas.edu.au> **National Art School (NAS)**

<http://www.nas.nsw.edu.au> **National Art School (NAS)**

<http://www.nirimba.nsw.edu.au> **Nirimba Education precinct**

<http://www.nlnw.nsw.edu.au> **National Literacy and Numeracy Week**

<http://www.northernstars.org.au> **Northern Stars**

<http://www.nswdet.net.au>

<http://www.oten.edu.au> **Open Training and Education Network Institute of TAFE**

<http://www.pau.nsw.edu.au> **Performing Arts Unit**

<http://www.qtp.nsw.edu.au> **Quality Teacher Program**

<http://www.schools.nsw.edu.au> **NSW Public Schools**  
<http://www.schools.nsw.edu.au/nswconstitution/> **developed by HSIE Unit**  
<http://www.schools.nsw.edu.au/premiersreadingchallenge/index.htm> **Prem's Reading Ch**  
<http://www.schools.nsw.edu.au/schoollibraries/> **School Libraries Unit**

<http://www.schools.nsw.gov.au>  
<http://www.schools.nsw.net.au>  
<http://www.sherlocklibrary.ozed.net/> **Jill Sherlock Memorial Learning Assistance Library**  
<http://www.skilling.nsw.gov.au>  
<http://www.skillingnsw.com.au>  
<http://www.starstruck.nsw.edu.au/index.html> **Star Struck**  
<http://www.tafe.com.au>  
<http://www.tafe.net.au>  
<http://www.tafe.nsw.edu.au> **TAFE NSW**  
<http://www.tafensw.edu.au/summerschools/> **Summer Schools**

<http://www.tafebiz.com>  
<http://www.tafeglobal.com.au>  
<http://www.tafeinfo.com>  
<http://www.tafensw.edu.au>  
<http://cido.tafensw.edu.au>  
<http://emailservices.tafensw.edu.au/emailservicesportal/> **DET wide email services**  
<http://wsi.tafensw.edu.au> **Western Sydney Institute of TAFE**  
<http://www.hunter.tafensw.edu.au> **Hunter Institute of TAFE**  
<http://www.illawarra.tafensw.edu.au> **Illawarra Institute of TAFE**  
<http://www.lg.tafensw.edu.au> **TAFE NSW Divisions "The Learning Gateway"**  
<http://www.nci.tafensw.edu.au> **North Coast Institute of TAFE**  
<http://www.newengland.tafensw.edu.au> **New England Institute of TAFE**  
<http://www.rit.tafensw.edu.au> **Riverina Institute of TAFE**  
<http://www.ssi.tafensw.edu.au> **Southern Sydney Institute of TAFE**  
<http://www.ssi.tafensw.edu.au> **Sydney Institute of TAFE**  
<http://www.swsi.tafensw.edu.au> **South Western Sydney Institute of TAFE**  
<http://www.wit.tafensw.edu.au> **Western Institute of TAFE**

<http://www.tafensw.net.au>  
<http://www.tafeplus.com>  
<http://www.tafestudy.info> **Northern Sydney Institute of TAFE**  
<http://www.tdc.nsw.edu.au> **Training and Development Centre**  
<http://www.tdd.nsw.edu.au> **Training and Development Directorate**  
<http://www.teach.nsw.edu.au>  
<http://www.thewoolclasser.com> **Woolclasser Development Program through TAFE**  
<http://www.train.gov.au>  
<http://www.training.nsw.gov.au>  
<http://www.trainingnsw.com.au>  
<http://www.vetab.nsw.gov.au> **VETAB**  
<http://www.wfworldcongress.com> **2002 World Congress site**  
<http://www.youthweek.nsw.gov.au>

**District Office Websites**  
**School Websites**

## Appendix B: Glossary

Access technologies	<p>Access technologies enable people with disabilities to interpret web content. These technologies include:</p> <ul style="list-style-type: none"><li>• Screen readers which intercept the code sent to a browser and direct output to speech synthesis or a Braille display.</li><li>• Audio browsers which read and interpret html top produce inflected speech output from the page.</li></ul>
Automatic page redirections	<p>Automatic page redirections are used when pages or sites move to a new location and. It is set in place to takes the user to the new site if they have entered the old address.</p>
Bandwidth DETnet	<p>The information-carrying capacity of a computer network. An intranet area provided by <i>Web Services for Schools and TAFE NSW</i>. Materials published onto the DETnet are potentially accessible to all students and staff in the Department.</p>
External contractor/companies Groupnet	<p>An external contractor or company is an organisation that operates independently of the Department of Education and Training. An intranet area provided by <i>Web Services for Schools and TAFE NSW</i>. Materials published onto a Groupnet are accessible only to members of that group. Membership to a group may be restricted to staff or students or a combination of staff and students within one locality or across localities.</p>
Homepage	<p>A homepage is the entry point for readers to access a web site. The homepage acts as a directory to the variety of materials published within the site.</p>
HTML	<p>Hyper Text Markup Language – the computer language used to write and publish Internet and intranet webpage.</p>
Localnet	<p>An intranet area provided by <i>Web Services for Schools and TAFE NSW</i>. Materials published onto the Localnet are potentially accessible to the site's students, staff and authorised users.</p>
Public Domain Redundant links	<p>Not under copyright, available to the public at large. Redundant links are text links that are included in addition to the links on an image map. Their purpose is to enable access technologies to access the content behind the image map links.</p>
Relative path	<p>A relative path is the directory path to files contained within a site. The benefit of using a relative path is that links within the site are self-contained. If the site is moved to a new location the links continue to work.</p>
Root file	<p>A root file is the first file interpreted by the web server and displayed in the browser. The home page is an example of a root file.</p>
Upload URL	<p>To put information onto the Internet from a local computer. Universal Resource Locator – the address used to locate a specific site on the Internet.</p>
Web server	<p>A web server is a computer that stores web content and responds to requests for the content.</p>
Web Services for Schools and TAFE	<p>A NSW government initiative to provide staff and students at schools and TAFE NSW colleges with individual email addresses and Internet services.</p>
Web Site	<p>A location on the World Wide Web where specific information is published; a collection of web pages.</p>
World Wide Web Consortium (W3C)	<p>The W3C is an organisation that attempts to find common specifications and standards to ensure the needs of all Internet users are met.</p>