

# WEBSITE

## POLICY

### Rationale

Our school has a website to promote our school to a wide audience, to disseminate information to parents and the community, and to enable staff and students remote access to school programs and files. Our website therefore needs to be well developed, easy to use and well maintained.

### Aims

The goal of the Website is to:

- To establish and maintain a school website that is dynamic, accurate, presents a professional image of the school, and serves the purposes for which it was designed.

### Implementation

- An appropriate staff member will be allocated the responsibility for coordinating the development and maintenance of the school website.
- The coordinating staff member will be allocated a time allotment appropriate to the task required.
- Initial website development will be outsourced to a professional company.
- School council will allocate sufficient funds to ensure that the costs of website development are adequately met.
- Website maintenance will be the responsibility of the coordinating staff member.
- Website development will ensure that an effective and easy to use on-line maintenance facility exists for use by the coordinating staff member.
- A team of interested staff, students and community members will provide a design brief to the principal for approval prior to commercial development.
- The website will include, amongst other things, school and staff profiles, school policies, newsletters, curriculum outlines, homework details, special events, a calendar, position descriptions for vacancies, samples of student work, comment blogs, permission and consent forms, remote access features, and firewalls and filters as required.
- The website will comply with any and all Department of Education requirements, especially those requirements and recommendations detailed in the Department's Website Toolkit.

- Concerns relating to the school website are to be directed to the website coordinator.

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

Prepared by: Finance Committee

Approval Date:

Review Date:

Signed: \_\_\_\_\_ (Principal)

\_\_\_\_\_ (School Council President)