

POLICY: SCHOOL WEBSITE

1. Rationale

The establishment of a school website will enable the wider community to gain an understanding of St Michael's Primary through access to the school Newsletter, the prospectus and parent handbook.

2. Aim

To provide a window through which St Michael's school and its operation can be viewed.

3. Implementation

- 3.1 The website will be maintained so that at all times information is current.
- 3.2 The Learning Technologies Coordinator (LTC) is the Website Administrator, assisted by content providers including: The Librarian, Principal, Assistant Principal, Senior Administration Officer, Religious Education Coordinator and Sport Coordinator.
- 3.3 The Website Administrator will ensure that information relating to individual responsibilities does not become static.
- 3.4 Where photographs of children appear, every effort will be made to ensure that individual children are not identified by name.
- 3.5 Every effort will be made to ensure that photographs appearing on the website are of groups rather than individuals.

4. Evaluation

The policy will be evaluated annually.