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 LTC is the Website Administrator, assisted by content providers including: The Librarian, Principal, Assistant Principal, Secretarial Staff, School Liaison 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.