

**DANDENONG HIGH SCHOOL**

**WEBSITE POLICY**

**Preamble**

The ability to communicate relevant and timely information is an important function of any modern organisation.

**Purpose**

* The school needs to maintain a school website as an effective means of providing relevant information to the wider community regarding its nature, purpose and features, as well as providing timely and accurate information about specific events.

**Implementation steps**

* The school shall appoint a Website Administrator [WA] to oversee the development and maintenance of a school website, who will be responsible to the Associate Principal for Curriculum Development
* All material on the school website shall be of educational value to the school community
* The Associate Principal may consult with school community groups [*e.g.* Curriculum Teams, House Leadership teams, School Council, SRC etc] in soliciting material for the school site and/or determining validity of proposed information for uploading to the school site
* The school may display hyperlinks to other sites it considers are in the interests of its community
* The school shall provide information on the website relating to:
  + School administrative structure
  + School Leadership
  + General student operational procedures
  + Curriculum offerings [including the School Vision and Values]
  + School Council Policies
  + Positions advertised
  + Special features/news events
* The website shall allow for student downloads of material deemed necessary by school staff
* There shall be provision on the website for the community to email the school
* The school website shall have a perceived ‘look and feel’ about its page structure, not be a collection of differently styled pages
* The school shall endeavour to continually improve the quality and functionality of the school website in order to serve the community more effectively.

**Evaluation**

**This Policy will be reviewed as part of the school’s three year review cycle**

**School Council Endorsement Date: 15th September 2015**