



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.

Hamilton Special Developmental School is cognisant of its obligations under the **Child Safe Standards** (Ministerial Order 870 – effective August 1, 2016) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that the school website poses no risk to child safety.

AIMS

At all times Hamilton Special Developmental School (HSDS) will adhere to the DET guidelines for school websites. This policy should be implemented in alignment with:

1. DET Reporting (emergency and incidents):
<http://www.education.vic.gov.au/school/principals/spag/management/pages/reporting.aspx>
2. DET PROTECT Guidelines;
<http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx?Redirect=1>
3. VRQA Child Safe Standards;
<http://www.vrqa.vic.gov.au/childsafe/Pages/default.html>
4. HSDS's Engagement and Inclusion Policy
5. HSDS's Mandatory Reporting Policies and Procedures
6. HSDS's Confidentiality Policy
7. Any other current or future policy related to the health and safety of staff and students of our school

Hamilton Special Developmental School staff will 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

1. An appropriate staff member will be allocated the responsibility for coordinating the establishment and maintenance of the school website.
2. The coordinating staff member will be allocated a time allotment appropriate to the task required.
3. Initial website development will be outsourced to a professional company.
4. School council will allocate sufficient funds to ensure that the costs of website development are adequately met.
5. Website maintenance will be the responsibility of the coordinating staff member.
6. A team of interested staff, students and community members will provide a design brief to the principal for approval prior to commercial development.
7. The website will include, amongst other things, school and staff profiles, school policies, newsletters, curriculum outlines, homework details, special events, a calendar, samples of student work, permission and consent forms, remote access features, and firewalls and filters as required.

WEBSITE POLICY



8. The website will comply with any and all Department of Education and Training requirements, especially those requirements and recommendations pertaining to confidentiality, privacy, and child safety.
9. Concerns relating to the school website are to be directed to the website coordinator.

EVALUATION

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