



## **HOLY NAME SCHOOL**

### **WEBSITE POLICY**

#### **Purpose of Website:**

Holy Name School values the contribution that a website can make to the image and role of the school in a technological society. Holy Name School's website has 3 important roles:

To promote the school

To provide information to prospective parents, teachers and the wider community

To act as a communication channel between parents, students and the school.

#### **Website Structure:**

The school website is <http://www.hnpe.catholic.edu.au/>. The site is hosted on a server in Australia, and built using an open source platform called WordPress. The design of the website is by a company named Classroom focus in consultation with Holy Name Primary School

The published website is available to anyone in the world with Internet access.

#### **Safeguards:**

The safety of students who appear on the website is of paramount importance and the school operates the following policy on its website regarding the use of photographs, to ensure the privacy and safety of students at the school:

1. Where students are named, only their first names are given;
2. Where a student is named, no photograph of that student is displayed;
3. Where a photograph is used which shows a student, no name is displayed.

By observing these points, the school ensures that visitors to the website cannot link images of students to names of students. When choosing photographs for the website, the school is mindful of the way students may appear in them, and will not include images which are in any way inappropriate. If there has been an inadvertent breach of these safeguards, it will be immediately rectified by one of the administrators.

The school follows a policy of seeking parents' permission before using images which show students on the website and all school families are given a signed internet agreement which gives them the option of allowing their child to have their image/photo displayed on the school's website.



No other private information about pupils is ever published on the website such as surnames or contact details.

### **Access and approval**

Content on the school website is controlled by authorized administrators. These administrators are:

Principal (David Delaney)  
Office management (Leanne Fraser)  
ICT Leader (Derryn Ling)  
Administrator (Angela Gangi)

All Administrators have full access to the WordPress environment for the purposes of maintaining and updating the school website. The ICT Leader and Website Designer (Classroom Focus) is responsible for the software and the website's underlying technical environment. This includes user administration and software maintenance and upgrade.

### **Monitoring and Updating**

The website will be monitored and updated on a weekly basis and it is the responsibility of all administrators to ensure this will occur.

### **Third Party Websites**

The school website may contain links to external websites, for example, The Premier's Victorian Reading Challenge, Catholic Education Magazine. The school is not responsible for the privacy policies of third party websites.



### **Information about website visits**

The ICT administrators may collect information about your computer and your visits to this website such as your IP address, geographical location, browser type, referral source, length of visit and number of page views. We may use this information in the administration of this website, to improve the website's usability, and for marketing purposes.

### **Policy Amendments**

Any changes to this policy will be sent to the school Principal for discussion and approval, before being added/amended to this existing agreement.