WEB PAGE PUBLISHING POLICY

Rationale:
All material published electronically represents the school to a wide and diverse audience. It should therefore accurately represent the mission, goals and priorities of Eaglehawk North Primary School. Student and staff safety is of paramount importance.

Purpose:
1. To provide information about the school to a broad audience.
2. To enhance communication within our school community.

Guidelines for Implementation:
1. Editing and Publishing
   • The Information Technology Coordinator and Computer technician shall be responsible for maintaining the School Web page and ensuring that appropriate formats and hot-links are in place.
   • The official home pages of the school will be available to the world community via the Internet at http://www.ehnps.vic.edu.au
   • The responsibility for maintaining class Blogs or Wiki’s is held by the class teacher and students according to set guidelines and shall be linked to the school home page.
   • The Information Technology Coordinator shall be responsible for ensuring that work is screened for accuracy, appropriateness, grammar and spelling and is approved by the Principal or the Principal’s nominee, prior to publishing.
   • Copyright is respected. Permission will be sought prior to publishing images and text where protected by copyright. In the case of student work, a release form will be signed prior to publication.
   • Publication on the Eaglehawk North P.S. web page will be monitored to ensure that the content provides a balanced view of the school to the viewer.

2. Confidentiality
   • Privacy of students, parents, staff and other users will be recognised and respected at all times.
   • When referring to students in articles placed on the Internet only the first name and last initial of the student will be used, eg. Sarah N.
   • Student photographs will be published unnamed.
   • No student will be identified by age.
   • No student will be accessible by an individual e-mail address via the Web page.
   • Parental and student written consent is required prior to publishing photographs or videos on the Internet which may identify persons included in the photograph.
   • Any publication on the school Intranet will be treated in the same way as publishing in the school newsletter.

3. Accessing and Publishing Inappropriate Material
   • All students and staff shall be responsible for notifying the coordinator of any inappropriate material so that access to that material can be removed.
   • Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
   • Publication of material which is in violation of the commonly accepted standards of Eaglehawk North Primary School (eg racism, offensive language, explicit sexual content) is prohibited and shall result in the consequences stated in the ‘Computer User Agreement.’