Policy Rationale

CCAЕ has a website to promote our CCAЕ to a wide audience, to disseminate information to parents and the community, and to enable staff and students remote access to CCAЕ programs and files. Our website therefore needs to be well developed, easy to use and well maintained.

Policy Aims

To establish and maintain a CCAЕ website that is dynamic, accurate, presents a professional image of the CCAЕ, and serves the purposes for which it was designed.

Procedure – Responsibility

- CCAЕ will allocate sufficient funds to ensure that the costs of website development are adequately met.
- The Digital Media and Technology trainee will be allocated the responsibility for coordinating the establishment and maintenance of the CCAЕ website.
- The Digital Media and Technology will be allocated a time allotment appropriate to the task required including website maintenance and updating of website data.

Procedure – Design and Development

- Website development will be sourced internally and in co-operation with like-minded Learn Local [ACFE] RTO’s.
- A team of interested staff, students and community members will provide a design brief to the manager for approval prior to commercial development.
- The website will include, amongst other things, CCAЕ and staff profiles, CCAЕ policies, newsletters, curriculum outlines, homework details, special events, a calendar, position descriptions for vacancies, samples of student work, permission and consent forms, remote access features, and firewalls and filters as required.
- Concerns relating to the CCAЕ website are to be directed to the website coordinator.

Evaluation

This policy will be reviewed bi-annually.