

Policy Rationale

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

Policy Aims

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

Procedure - Responsibility

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

Procedure - 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 to commercial development.
- The website will include, amongst other things, CCAIE and staff profiles,, 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, firewalls and filters as required.
- Concerns relation to the CCAIE website are to be directed to the website coordinator.

Evaluation

This policy will be reviewed bi-annually