

School Website Checklist

This checklist is provided to assist schools to establish at a glance whether their school websites comply with the main elements of the Department's Web Publishing guidelines. These are available in full from the Department's intranet at the following address, however you need to be connected to the Department's network to access the site.
<http://detwww.det.nsw.edu.au/adminandmanage/infoman/webpublishing/index.htm>

School home page

- The Principal has given written approval for publication of the website.
- Acknowledgement that the school is a NSW Government school, is prominently displayed.
- A link to the NSW Department of Education and Training Home Page, is prominently displayed.
- School contact details are prominently displayed, including: [] School name [] Postal address [] Telephone and facsimile numbers [] Contact email address.

Content

- The Principal or the Principal's delegate deems all content appropriate.
- Choice of sponsors, links to sponsor's website and acknowledgement of sponsors, complies with the Department's guidelines and have the approval of the school Principal.
- Material published on the school website does not infringe copyright.
- External links to other websites have been reviewed and are educationally appropriate.
- Procedures have been developed to review appropriateness of selected external links.

Student protection and privacy issues for students and teachers

- Full names of students are not published.
- Student's personal information is not published.
- Student's personal email addresses are not published.
- Individual students cannot be identified from their photograph.
- Parental permission has been obtained for any student's photograph, which has been published.
- Parental permission has been obtained for any student's work that has been published.
- Permission has been obtained for any teacher's personal email address, which has been published.
- Teacher's personal information is not published.
- Permission has been obtained for teacher's name and/or photograph, which has been published.

Ongoing processes

- Regular checking process is in place to check for and respond to email messages sent to the website.
- Regular review process is in place to ensure the currency and appropriateness of external links.
- Regular review process is in place to ensure the currency and appropriateness of all published web pages.