



ICT: School Websites Administrative Procedure 1.A.104

1.0 School Administration
1.A. Foundations

Board Governance Policy Cross Reference: 2, 3, 5, 6, 7, 8, 10

Legal Reference

Date Adopted: September 2014

Date Amended: September 2019

Evergreen School Division believes that the use of school websites for the purposes of communication and celebration is a vital component of the community and parent engagement strategy of the school and the school division.

The specific purposes of a school website are to:

- communicate vital up to date information to our parents, staff, students and community members
- promote and celebrate the school and school community
- provide an alternate method for parents and community members to access school forms, community reports, etc.
- provide a method to access school contact information
- provide information on the learning/programming at each of our schools.

Evergreen School Division believes that parents and community members will access this information on a regular basis if the information is kept current, relevant, and if the school website is professional, attractive, accessible, and functional.

Principals and secretaries are responsible for loading content and maintaining website following ESD design guidelines.

Websites are to be updated monthly at a minimum.