

WEBSITE POLICY

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| Document ID | Website Policy |
| Related Documents | Information Technology Security Procedures Emergency Management of Information Technology Procedures Privacy Policy Copyright Policy |
| Date | 16 December 2016 |
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| Authorised by | Director of Accreditation, Compliance and Quality Assurance |
| Approved by | Executive Management Team [10 January 2017] |
| Version | 1.1 |
| Responsible Officer | ICT Manager |
| References and Legislation | TESQA Higher Educations Standards Framework 2015 Privacy Act 1988 |

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1. Purpose

This policy provides guidelines for the maintenance of all relevant technology issues related to the College website.

2. Scope

All students and employees who use or access APIC's technology equipment and/or services are bound by the conditions of this Policy.

3. Definitions

| Item | Definition |
|------|------------|
| | NIL |
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4. Website Register

The website register must record, as a minimum, the following details:

- List of domain names registered to the College
- Dates of renewal for domain names
- List of hosting service providers
- Expiry dates of hosting

Keeping the register up to date will be the responsibility of IT Team Leader.

The IT Team Leader will also be responsible for any renewal of items listed in the register.

5. Website Content

All content on the College website is to be accurate, appropriate and current. This will be the joint responsibility of Head of Sales and the President.

The content of the website is to be reviewed at least once a year.

The following persons are authorised to make changes to the College website:

- President
- Dean
- Registrar
- Director of Accreditation, Compliance and Quality Assurance
- ICT Manager

Basic branding guidelines must be followed on College websites to ensure a consistent and cohesive image for the College.

In order to meet the requirements of TESQA Higher Education Framework, the College website is to be updated within 14 days of any changes to the content.

6. Document Change Control

| Version | Change Description | Date | Author |
|---------|-----------------------------|------------------|---------------|
| 1.0 | Placed in new policy format | 16 December 2016 | Corinne Green |
| 1.1 | Correct typing errors. | 27 January 2017 | Corinne Green |
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