**Policy: Website**

**Introduction:**The **Elite APS website** is the Internet site that is developed and
designed by the School to serve School purposes. These pages contain information on the School, such as school vision and mission statements, contact details and extra-curricular activities. It also has link to the academic website, Paradigm, which gives all stakeholders the needed information to become involved in the school overall practices.

**The website aims to address the needs;**

* To efficiently use the Elite ASP website as a means of communication with the School’s stakeholders and the wider community.
* To keep interested members of the community and stakeholders informed about the plans, operations and activities of the School.
* To provide parents and students with the needed information to follow their children education.

**Policy Statement:**The Elite APS shall create a website and keep it up to date. The website shall, as a minimum, provide an overview of School contact information, the services it provides, compulsory School fees, transportation fees, fees for optional activities, other fees, management annual reports, inspection reports, School Development Plans, students’ achievements data and other policies of relevance to students or Parents/Guardians (e.g. admissions policy, approved curriculum, Board of Trustees, upcoming activities such as parent-teacher conferences).
The School Principal shall ensure that the website contains valuable content, is well designed and frequently updated to enhance the professional image of the School. The website content should be compatible with UAE cultural norms, values, morals and customs. It should not include any information about the School that conflicts with the School License approved by the MOE. The School is responsible for ensuring the confidentiality of its web pages, which includes personal information on School staff and students, and students’ assignments or records. The School Principal shall also make sure that the website is easy to use and can act as a quick reference for students, Parents/Guardians and the community. It has all students’ academic/non-academic follow-up reports. Parents can be communicated with the school management and personnel through the website.

**ROLES AND RESPONSIBILITIES:**

**Elite APS** will:
- Develop their own website and updating them frequently, as required by this policy.
- Seek the assistance of professionals or administrators who shall be responsible for setting up, updating and maintaining the School’s website.