

Republic of Nauru



INFORMATION, COMMUNICATIONS & TECHNOLOGY POLICY

WEBSITE POLICY

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Purpose and Scope

This policy provides guidelines for the maintenance of all relevant technology issues related to the official Government of Nauru website including individual other websites managed by individual departments under the Government of Nauru.

Procedures

I. Website Register

- (a) The website register must record the following details:
 - List of domain names registered to the Government of Nauru;
 - Dates of renewal for domain names;
 - List of hosting service providers;
 - Expiry dates of hosting.
- (b) The register must be kept up to date by the Department manager. The Department manager will be responsible for any renewal of items listed in the register.

II. Website Content

- (a) All content on the government website is to be accurate, appropriate and current. This will be the responsibility of the department manager.
- (b) All content on the website must follow relevant government requirements where applicable, such as a Government or content plan.
- (c) The content of the website must be reviewed on a monthly basis.
- (d) The following persons are authorised to make changes to the Government website:
 - Government of Nauru website – authorised staff of the Department of ICT;
 - Basic branding guidelines must be followed on websites to ensure a consistent and cohesive image for the Government of Nauru.

III. Website contact information

- a) The website must provide a method for those who access the website to contact a responsible Government of Nauru employee if such user is having problems accessing the information on the website.
- b) The contact information must be an email and/or phone number that puts the user in touch with someone responsible for the content and function of the page who can confirm receipt of the request within one business day.