



Website Policy



Rationale:

The main purpose of any website is for communication. Having a school website enables us to:

- provide information for existing pupils and parents
- promote our school to prospective pupils and parents
- showcase examples of pupils' work using text, pictures, sound, video clips to involve parents and carers in their children's learning
- share resources for learning and teaching both within the school and with colleagues and pupils anywhere
- provide two way communication with the whole school community.

Learning how to make a website is also an exciting experience for children and is a skill which many will require in the future.

Contents of the school website:

Views of all stakeholders - pupils, parents and staff - will be sought when planning the content of the website. The Head Teacher will plan content, produce, edit and maintain the site.

Safety issues:

It is the duty of the school to ensure that every child in our care is safe and the same principles apply to websites as to school buildings. No individual child can be identified or contacted by visitors to the school website.



Images (photographs and video):

Photographs of children will only be used for educational purposes and names will not be included. Parent/guardian and pupil permissions for their images to be included on the website will be obtained before filming or photographing takes place. The filenames will not include pupils' names. Staff photos will only be included with their permission. The Data Protection Act 1988 does not apply to photographs taken for personal use, such as those taken by parents or grandparents at a school play or sports day. However, photographs taken for official school use, which are likely to be stored electronically, may be covered by the act. As such, pupils and staff should be advised why they are being taken.

Text and Sound Files:

Pupils' writing and speaking will not include pupils' names or other personal information (e.g. membership of clubs) that may identify them. Files by children will be checked by staff before publication to ensure they do not include personal information; libellous statements or that they infringe copyright. The filenames will not include pupils' names.

E-mail:

Personal email addresses of staff and pupils will not be published. Class or school addresses which are appropriately filtered (e.g. Glowmail) may be used.

External website links:

Content will be thoroughly checked before inclusion on the school website to make sure it is appropriate both to the school and the intended audience. Links will be checked regularly, not only to ensure that they are still active, but that the content remains suitable too. No links will be included to their own or other pupils' personal websites containing personal contact information.

Maintenance and editing:

For a website to be useful it must be regularly maintained. This will be the task of the Head Teacher. ECHT Technology Group will be involved in the process as much as possible e.g. designing webpages, taking photographs, suggesting content, filming video clips etc.