Website Policy

2019-2022

This policy is reviewed every three years

Non Statutory Policy

Website Policy

Purpose of Website

Woodstone Community Primary School values the contribution that a website can make to the life and role of the School in a modern society. Woodstone's website has 5 important roles:

- To promote the school;
- To provide information to prospective parents and teachers, the wider community and the world
- To act as a communication channel between teachers, parents, pupils and school management;
- To improve pupil learning;
- To raise standards in teaching and learning.

Website Structure

The school website is http://www.woodstoneprimary.co.uk. The site is hosted on a server in Leicester by a company called Schoolswire.

There are two main sections to the site: -

- The front end published site, which is available to anyone in the world with Internet access
- The private back end site, which is available only to authorised members of the school community. Access to the private back end is controlled by username and password.

Schoolswire currently allows for multiple users through a password protected administration system. Users are teachers, pupils, administration staff and governors. Users are only provided with the login details with the approval of the Headteacher. An up to date list of current users and their roles is held by the Headteacher. Users for the purpose of this policy and understanding of the role will be referred to as Editors.

Safeguards

The safety of children and other users who appear or are referred to on the published site is of paramount importance. The school will ensure that no pupil can be identified (by name) or contacted either via or as a result of using, the school website.

Access and Approval

Content on the school website is controlled by login details.

Editors will not publish materials to the site unless expressly authorised by the Headteacher/Deputy Headteacher.

With due regard to safeguarding, the Headteacher has overall responsibility for ensuring the appropriateness of all site content.

Names, pictures and content

Children's names will be published as their first name only e.g. Fred, or if required, first name and year group e.g. Fred Class 4 (perhaps if a piece of work is displayed).

Any images of children will not be labelled with their names.

Permission will be obtained from parents or carers before any pupil's image is used.

Permission will be obtained from parents or carers before publishing the work of any pupil. Only first names and year group will be used to identify the work.

The newsletter section of the website is not password protected but because newsletters can, on occasion, contain names and pictures of children we will only use first names if really necessary and with permission.

Children will only be shown in photos where they are suitably dressed.

Personal details of children or staff such as home addresses, telephone numbers, personal e-mail addresses, etc, will not be released via the website.

Links to external websites will be checked thoroughly before inclusion on the school website. The sites will be checked for the suitability of their content for their intended audience.

Any text written by pupils will be reviewed before inclusion to ensure that no personal details are accidentally included that could lead to the identification of the pupil

All written work will be reviewed to ensure that it is in no way defamatory.

Written work will be checked to ensure (as far as possible) that no copyright or intellectual property rights are infringed.

All written material will be checked for its suitability for its intended audience.

Privacy
Adults have the right to refuse permission to publish their image on the site.

Parents have the right to refuse permission for their child's work and/or image to be published on the site.

Those wishing to exercise this right should express their wishes in writing to the Headteacher, clearly stating whether they object to work, images, or both being published, to the site. Parents will be notified of this right by publication of this policy on an annual basis with an acknowledgement receipt attached.

Monitoring
An Editor will check material before it is uploaded or published to ensure that it is suitable and complies with the record of objections held by the Headteacher and with copyright laws (as far as is possible). Any persons named on a web page can ask for their details to be removed.

New pages will be tested for errors immediately after installation.

The web pages will be regularly reviewed for accuracy and will be updated as required. This review will occur at least annually. It will be the responsibility of an Editor, school management, staff or authorised agents to ensure this happens.

Maintenance and Editing
Written instructions and manuals will be available and maintained by an Editor covering how to update the website. There are also numerous tutorial videos to advise and train those wishing to update and maintain the website on www.schoolswire.org

At least two people should have the knowledge to maintain and edit the site, and they must pass on their knowledge to a successor at the end of a term of office.

Policy details

This policy has been written in accordance with the guidance provided by Government guidelines
https://www.gov.uk/guidance/what-maintained-schools-must-publish-online

A copy of this policy may be viewed on the website at www.woodstoneprimary.co.uk

Inclusion

Woodstone strives to be an inclusive school. We aim to make all pupils feel included in all our activities. We plan to make all our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils. We acknowledge the need for high expectations and suitable targets for all children.

Equality Statement

At Woodstone Community Primary School, we actively seek to encourage equity and equality through our teaching. As such, we seek to advance the equality of opportunity between people who share any of the following characteristic:

- gender;
- ethnicity;
- disability;
- religion or belief;
- sexual orientation;
- gender reassignment;
- pregnancy or maternity.

The use of stereotypes under any of the above headings will always be challenged.