St Ethelbert's Catholic Primary School
School Website Policy

"I serve Jesus with my body, heart, mind and soul."
Serviam means 'I serve'. Jesus Christ has taught us, 'it is more blessed to serve than to
be served'. At St Ethelbert's school, following our Catholic faith, we serve the whole
person – mind, heart, body and soul.
Body – because we care for our wellbeing, our parish neighbourhood and our
environment.
Heart – because we teach love and respect for all.
Mind – because we believe in excellent education.
Soul – because we learn to pray and become closer to God as his children.

Aims

St Ethelbert's Catholic Primary School values the contribution that a website can make to the life and role of the school in a modern society. The prime purpose of any website is to provide information. The aims of the school website are as follows –

❖ To provide information to parents, prospective parents, teachers and the wider community.
❖ To promote the school.
❖ To act as a communication channel between teachers, parents, pupils and school management.
❖ To celebrate examples of children's work and the school's achievements.
❖ To share resources for learning with pupils.

Safety

The safety of our pupils and other users who appear, or are referred to, on the published site is of paramount importance. It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the virtual presence of a school as would be applied to its physical building. We must ensure that no individual child can be identified or contacted either via, or as a result of a visitor using the school website. It is therefore essential to take stringent measures to ensure that our pupils' identities are protected on the website. The steps that will allow us to make the website as safe as possible are outlined below.

Access and Approval

➢ The Site Administrator has full access to the school website. By default, all pages are locked for editing by the Site Administrator only. However, pages can be unlocked by the Site Administrator for individual users to edit.
➢ The Site Administrator has full control over adding new pages to the site. Users have to request a new page, which can then be created and unlocked for editing by the individual user.
➢ All content for publication to the website will be checked and approved by the ICT Subject Leader or the Head Teacher prior to being published.

Names, Pictures and Content

Including images of pupils on the school's website can be motivating for the pupils involved and provide a good opportunity to promote the work of the school. When assessing the potential risks in the use of images of pupils, the most important factor is the threat of inappropriate use of images of children. The following rules will be adhered to in order to ensure the safety of anyone appearing on our website -

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

- ➢ Children will only be shown in photos where they are appropriately dressed.
- ➢ Editors of the website must ensure that image files are appropriately named – do not use pupils' names as a file name.
- ➢ Adult's names will be published as their title and last name e.g. Miss Thomas. Children's names will be published as their first name only e.g. Trevor, or if required, first name and last name initial e.g. Trevor D.
- ➢ Personal details of children, staff and governors, such as home addresses, telephone numbers, personal e-mail addresses, etc, will not be released via the website.
- ➢ The point of contact on the website will be the school address, telephone number, fax number, e-mail address and the Head Teacher e-mail address.

<u>Privacy</u>

- ➢ Adults have the right to refuse permission to publish their image on the published site.
- ➢ Parents will have the right to refuse permission for their child's work and/or image to be published on the website via a parental consent form. Written permission from parents will be sought when their child joins the school.

<u>Monitoring</u>

- ➢ The Head Teacher or ICT Subject Leader will check material before it is uploaded to ensure that it is suitable and complies with the record of objections held by the Head Teacher and with copyright laws (as far as is possible).
- ➢ Any persons named on the website 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 three times a year, at the end of each term. It will be the responsibility of the Site Administrator, school management and staff to ensure this happens.

<u>Maintenance and Editing</u>

- ➢ Members of staff involved in editing the website will receive training from the ICT Subject Leader.
- ➢ Written instructions and manuals will be available and maintained by the Site Administrator covering how to update the website.
- ➢ Staff meetings regarding the website will take place whereby members of staff will be given time to update their class areas of the website.
- ➢ The Head Teacher and the Site Administrator will be responsible for ensuring that the content of the website is accurate and that the quality of presentation is maintained. Staff must inform the Head Teacher or the ICT Subject Leader if they have made any additions to the website so that they can monitor these changes.

Computer Leader

To be reviewed – October 2017