

LETHBRIDGE PRIMARY SCHOOL

WEBSITE POLICY

1. Introduction

The purpose of the website is to:

- Provide information to pupils and parents of the school.
- Promote the school to prospective new pupils and the wider community.
- Showcase pupils work via words and images.
- Share resources for learning

It is the duty of the school to ensure that the website is effective, legal and does not compromise the safety of the pupils or staff. The following policies will be followed in order that the school can minimise the risk of not fulfilling it's duties.

2. Access

Relaxed, our website providers, control all content.

3. Photos

- Any images of children published on the website will not be published with names
- Children will only be shown in photos where they are suitably dressed
- Parents' permission for using children's photos on websites must be obtained when they start at Lethbridge Primary with a clear statement that it is the parents' responsibility to advise the school if they no longer give permission. A list of children whose photos cannot be used will be available from the school office
- Adult photos can be published with names but all adults retain the right to refuse permission to publish their image. Adults must inform the school if they do not wish their image to be published

4. Children's work, content and names

- Children's work can be published with names
- Parents will give permission for children's work and names to be published on the website. As with photographs, this permission will be sought at the time of a child joining Lethbridge Primary School with a clear statement that the parents need to inform the school in writing if permission is no longer given
- No personal contact details of pupils, staff or governors such as home addresses, telephone numbers or personal e-mail addresses will be published on the school website. All children's work and other items should be checked for personal details before publishing by the site administrators.
- Adult names can be published without seeking permission but must be withdrawn on request

5. Copyrights and linking

- Any material to be published on the website in the form of text, pictures, graphics, music will be checked to see if copyright protection may be in force. Where material is imported from other websites, that website should be checked for a copyright statement. If no copyright statement is available permission from the website owner will be sought. All material that is copyright material published on the website will be acknowledged.e.g Copyright@ ChildrensBBC
- If links are set up to other websites, that website will be checked for its Linking Policy and complied with. If no linking policy is available permission to link to the site will be sought from the website owner. The web address of the site that the link connects to will always be stated. Any linked websites will be checked termly by the Admin Manager to ensure that they are current and still appropriate
- The school will consider any requests on an individual basis to have their site linked to others

6. Domain name

- Registration of the domain name will be kept upto date to ensure the school retain the right to use it

7.Maintenance

The web pages will be regularly reviewed for accuracy and updated as required by the teaching staff via the website providers.

8.Guestbook feature

Should the website have a guestbook feature then controls will be put in place to check the remarks before they are posted on the website.

*Reviewed May 2015
Approved by Governors May 2015
To be reviewed May 2017*