

Villiers Primary School

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Villiers Primary School

# Website Policy

*Work hard. Be kind.*

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## **Purpose of Website**

Villiers School values the contribution that a website can make to the life and role of the school in a modern society. The school 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, governors and school management;
- To improve pupil learning;
- To raise standards in teaching and learning.

## **Website Structure**

The school website is <http://www.villiersprimaryschool.co.uk>. The site is hosted on a server in the UK with Fasthosts Ltd and built using the software Dreamweaver.

Fasthosts allows the Site Administrator to create an unlimited number of users that can upload data to the school website. Information is loaded to the Fasthost servers through Filezilla which offers a free FTP solution.

## **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 or contacted either via or as a result of using, the school website.

## **Access and Approval**

Content on the website is managed by the ICT Manager. All content is passed and approved by SLT before being published to live website. All access to the uploading of information is controlled by the ICT Manager.

## **Names, pictures and content**

Adults' names will be published as their title and last name e.g. Mr. Smith. Children's names will be published as their first name only e.g. Jacob, or if required, first name and year group e.g. Jacob P4.

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.

No close up pictures of individual children will be available online – only group photographs with two or more children.

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 e.g. membership of after school clubs.

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.

Parents will be issued with consent forms when either starting school or if any changes have been made to the consent form. Depending on if this form is signed depends on if a the use of a child's image will be used on the school website.

## **Monitoring**

All content 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 Head Teacher 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 Administrator, school management, staff or authorised agents to ensure this happens.

## **Maintenance and Editing**

Written instructions and manuals will be available and maintained by the Administrator covering how to update the website.

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.

*L Westwood*

L. Westwood, March, 2018