



WEBSITE POLICY

The Downs Primary School and Nursery

Part of the Passmores Co-operative Learning Community

April 2020



Purpose of Website

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

Website Structure

The school website is <http://www.downsschool.com> The site is hosted on a server in the UK and was built by E4education in consultation with the trust and school. Our website is available to anyone in the world with Internet access

Access and Approval

Our Site Administrator is our School Administration Manager – Mrs Sandie McClelland.

The following staff members also have access –
Mrs Lynne Smith – School Business Manager
Mrs Louise Piggott – Administration Officer
Mrs Stephanie Wybrew – Administration Officer

The Site Administrator can create an unlimited number of users that can access, add and delete content to the site. User accounts are only created with the approval of the Headteacher.

Administrators will not publish materials to the site unless expressly authorised by the Headteacher. Content on the school website is monitored and controlled by the Site Administrator. All material submitted for inclusion on the site will not appear on the live site without the Headteacher's approval.

E4education have full access to the website environment for the purposes of maintaining the software and the underlying technical environment. This includes tasks such as user administration and software maintenance and upgrade.

Safeguards

The safety of children and other users who appear on 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.
- Adults' names will be published as their title, initial and last name e.g. Mr. J Smith.
- Children's names will be published as their first name only.
- Any images of children will not be labelled with their names.
- It must not feature any child whose parent or guardian has not given consent.
- It must not in any way embarrass the school or the children involved
- It should not normally include any child who left the school more than two years ago
- 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.

When a child joins the school or nursery, their parent or guardian is asked for consent for their child to appear in photos on the school website. The school encourages all parents to provide consent, as it enables us to include all the children in depictions of school life, but we recognise and respect the right of the parent to refuse permission.

Photos and videos intended for the school website should be taken either by a member of staff or another person (typically a governor or parent) authorised by the Headteacher. These photos and videos must be approved by the Headteacher prior to the publication on the website.

Privacy

The Downs Primary School and Nursery adheres to all General Data Protection Regulations (GDPR).

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. No work and or/image belonging to any adult or child should be used without permission granted.



Maintenance, Monitoring and Editing

The maintenance, monitoring and editing of the school website is the responsibility of the Site Administrator.

The site administrator will check material and seek the approval of the Headteacher before it is uploaded or published to ensure that it is suitable and complies with the safeguards listed above, with copyright laws (as far as is possible) and the statutory requirements regarding website content.

The web pages will be regularly reviewed for accuracy and will be updated as required. This review will occur at least termly.