

Caerleon Comprehensive School
Ysgol Gyfun Caerllion

School Website Policy

Purpose of the Website

Caerleon Comprehensive School values the contribution a school website can make towards:

- Providing information for
 - The parents of existing students.
 - The parents of prospective students.
 - The larger community outside the school.
 - Staff and students.
- Assist with raising standards in
 - Teaching and learning.
- Promote
 - The values, aims and objectives of the school.
 - The achievements of the students.

Website Structure

The school website is hosted on a dedicated Authority server and has been created using STEP Learn.net, Newport LEA's learning and information portal (Moodle). The actual URL is www.newportlearn.net/caerleon. However, to avoid introducing a new URL to a significant number of users, and changing the URL on school stationery and publications, the existing URL www.caerleoncomprehensiveschool.co.uk, has been retained with a 'redirect script' to automatically direct users to the new URL. The URL www.caerleoncomprehensiveschool.co.uk is hosted by Streamline.net under a 2 year agreement that is due for renewal in December 2011, at which time the arrangement will be reviewed.

Safeguards

The safety of the students and other users who appear or are referred to on the published site is of paramount importance.

1 Access and Approval

- The ultimate responsibility for the contents of the website rests with the Leadership Team and with Mr P James, Deputy Head, Curriculum Development, being the senior member of staff with specific responsibility.
- The Website Administrator has full access to the school published website. Editing of the site pages is carried out by the Website Administrator.
- All content for publication to the website will be checked and approved by the Website Administrator in conjunction with the Deputy Head when appropriate.

2 Images and Names

- Appropriate group images will be used wherever possible.
- No names will appear beside the images of students.
- Children's names will be published as their first name only.
- No personal details, addresses or e-mail addresses will be published for adults or students.
- Adults will be identified by the use of their title and last name only.

3 Content

- Links to external websites will be checked before inclusion on the school website. The sites will be checked for the suitability of their content for their intended audience. They will be provided solely for information and not to endorse or promote other sites.
- Text written by students will be reviewed before inclusion to ensure that no personal details are included that could lead to identification of the student.
- All written work will be reviewed to ensure that it is in no way defamatory.
- Written work will be checked as far as is possible to ensure that copyright or intellectual property rights are not infringed.
- All written work will be checked for its suitability for its intended audience.

4 Privacy

- Adults have the right to refuse permission to publish their image on the website.
- Parents have the right to refuse permission for their child's work and/or image to be published on the website.
- Those wishing to exercise this right should express their wishes in writing to Mr P James, Deputy Head, clearly stating whether they object to work, images or both being published. Parents will be notified of this right by publication of this policy on an annual basis.
- No form of tracking of visitors to the website will be used and personal information about site users will not be collected and/or stored.

5 Monitoring

- The Website Administrator will check material before it is uploaded to ensure that it is suitable and complies with the record of objections held by Mr P James, Deputy Head and with copyright laws (as far as is reasonably possible). Any persons named on a web page can ask for their details to be removed.
- The web pages will be regularly reviewed for accuracy and will be updated as required. This review will be ongoing. It will be the responsibility of the Site Administrator, school management and staff to ensure this happens.

6 Maintenance and Editing

- School Website Structure and Responsibilities will be maintained by the Website Administrator.
- The final editing rights remain with Mr P James, Deputy Head, Curriculum Development.
- At least two people in the school shall have the knowledge of maintaining and editing the site and they must pass on their knowledge to a successor at the end of a term of office.

7 Legal Issues and Copyright.

- Every effort will be made to ensure that the site's content is up to date and accurate. However, the content is published in good faith as a general guide but must not be taken as a legal statement unless specifically specified.
- Every effort will be made to ensure that copyright material is not used illegally on the site. Copyright will be acknowledged in all cases.
- Copyright on all original images used within the website is held by Caerleon Comprehensive School. Images must not be used without specific written permission by the school.

Document Management

The website policy will be reviewed annually and updated in line with any changes in guidance or regulations that may have occurred.

The website policy is only one part of a suite of policies created to ensure the safety of students while working online.

Date Approved by Governing Body:

Date of Next Review:

Version Number: