

Manor Junior School
Website Policy

Policy for the publication of material on the school website

Reviewed: 03.02.22

Review by: 30.06.25

We, at Manor Junior School, value the contribution that a website can make to the life and role of the school in a modern society. A school website has three important roles:

1. to inform parents about the policies and practises of the school, and to keep them informed about what has been going on and future events and activities.
2. to provide information to prospective parents and the wider community.
3. to provide a forum for children's work to be published and their achievements celebrated, giving them a sense of pride and of being valued.

The website also has a role in sharing statutory documents defined by the DfE with our parents and the community.

Safeguards

1. Access

The website is provided by a reputable company (Primary Site) who provide web space to thousands of schools and businesses. Only authorised company and school staff have access to the website for the purposes of editing. Any submission to the guest book will be moderated by the website manager prior to being displayed. There is a separate 'Acceptable Use' policy that lays out the rules for pupil access to the web in school.

2. Names and pictures

Adult's names will be published as their surname and title e.g. Mr Sammes. Children's names will be published as their first name only e.g. Becky. However:

- ♦ any images of children will **not** be labelled with their names.
- ♦ no close up pictures of individual children will be available online; only class or group photos with general labels (e.g. 'Science lesson', 'netball team' etc).
- ♦ children will only be shown in photos where they are suitably dressed.
- ♦ personal details of children and staff, such as home address, telephone numbers, personal e-mail addresses etc, will not be released via the website or school e-mail.

3. Privacy

Parents have the right to refuse permission for their child's work and/or image to be published.

Those wishing to exercise this right should indicate on the letter that is sent home when their child is admitted to Major Junior School. This will be kept on file for their duration at Manor Junior School. A record of these objections will be kept.

4. **Monitoring**

The web manager will check material as it is uploaded to ensure that it is suitable and complies with the record of objections held by the Head and with copyright laws (as far as possible). Governors will undertake regular reviews of the website (at least annually) to ensure statutory documents are up to date in keeping with current guidelines.