

Errol Primary School
<i>Safe school website use policy</i>

Part A – Rationale

Our school website is an opportunity to celebrate our success, to promote the work of the school and to share information about the school with the wider world. Whilst almost all of the people who access our school website do so for legitimate reasons we must protect our pupils from those people who may use our website to harm pupils in any way. This policy aims to allow all the benefits of having a school website whilst ensuring that pupil safety is not compromised.

Part B – Policy Principles

The Key Principles upon which this policy statement is based are as follows:

- Promoting safety and well-being;
- Keeping individuals safe and protected;
- Developing active and responsible citizens;
- Developing caring and confident communities.

Part C – Policy Outcomes

- The school website will be hosted by a secure website hosting company.
- School staff, relevant council staff and individuals authorised by the head teacher to support the school website will hold the information necessary to make alterations to the website, such as passwords; this information will not be shared with pupils or any other parties.
- Class teachers are responsible for the content of sections of the school website relating to their classes. School staff are responsible for the content of sections of the website relating to their involvement in the wider life of the school, such as school clubs.
- The school website may be updated by pupils but only under the supervision of a member of staff.
- Identifiable photographs of pupils will only be placed on the school website where parental agreement has been given; photographs will not be accompanied by pupils' names.
- Pupils' last names will not be placed on the school website. Pupils' first names will only be placed on the school website where parental agreement has been given and will not accompany an identifiable photograph of a pupil.
- Where parental permission is not known or staff are unsure about placing an item on the school website staff should err on the side of caution and check prior to placing on the website. Where a parent objects to an item on the school website relating to their child the item must be removed as soon as possible.

Part D - Responsibilities

- School staff are responsible for implementing this policy.
- Parents are responsible for completing permission forms and returning them to school.