

Caerleon Comprehensive School  
*Ysgol Gyfun Caerllion*



# **Official School Policy**

## **Website Policy**

**November 2013**

ADOPTED 16<sup>th</sup> December 2010

REVIEWED 3<sup>rd</sup> April 2014

## Website Policy

This document is a Non-Statutory School Policy of Caerleon Comprehensive School.

This Policy was formally adopted by Caerleon Comprehensive School on 16<sup>th</sup> December 2010.

Signatories: \_\_\_\_\_ (*Headteacher*)      \_\_\_\_\_ (*Chair of Governors*)

PRINT:      \_\_\_\_\_

Date	Revision	Amendment	Author	Approved by
16/12/2010	A	Initial Generation	LG	Policy Committee 25/11/2010
03/04/2014	B	Review	LG	Policy Committee 28/11/2013

### Annotation Key for this Document

LG      Ms L Gardner, Head's PA

## Website Policy

This is Caerleon Comprehensive School's Non Statutory Website Policy

Our full title and address for sending all comments on or requests for clarification about any aspect of this document (and / or to request any other policy document) is:

FAO: Head's PA  
Caerleon Comprehensive School  
Cold Bath Road  
Caerleon  
Newport  
NP18 1NF

By phone: 01633 420106

By email: [caerleon.comprehensive@newport.gov.uk](mailto:caerleon.comprehensive@newport.gov.uk)

### **Policy Administration, Owners and Contributors**

The nominated person in school responsible for the on-going maintenance and administration of this policy is:

Ms L Gardner, Head's PA

This policy has been developed in the school by

- Governing Body's Policy Committee
- Headteacher
- Deputy Headteacher, Curriculum
- Head's PA
- Website Administrator

### **Policy Review Period**

This policy will be reviewed every three years. The policy review will be undertaken by the Policy Committee, Headteacher and any other school staff who are identified as needing to be involved with policy changes. The policy document will then be amended accordingly, annotated with an updated *revision ident* and reprinted and reissued as soon as practically possible thereafter. This policy is next to be reviewed no later than: 31<sup>st</sup> December 2016.

## **POLICY DETAIL**

### **Introduction**

#### **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](http://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](http://www.caerleoncomprehensiveschool.co.uk), has been retained with a 'redirect script' to automatically direct users to the new URL. This URL is hosted by Streamline.net under a 2 year agreement that is due for renewal in December 2013, 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 G Jones, 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 without the express permission of the parent / carer.
- 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 without the express permission of the parent / carer.
- 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 G Jones, 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 G Jones, 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 G Jones, 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.
- It is the school's policy to obtain permission to link to other websites. The school is not responsible for the content or reliability of the linked websites. Linking should not be taken as endorsement of any kind of the website linked to, including any products and services referred to in that website, nor does it imply that there is an association between the school and the operators of that website. The school cannot guarantee that these links will work all of the time and has no control over the availability of linked pages.

**Document Management**

The website policy will be reviewed on a 3 year basis 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.

## **6. Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or need to make a complaint, then initially this should be addressed to

**The Headteacher, Caerleon Comprehensive School, Cold Bath Road, Caerleon, Newport, NP18 1NF**

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a more formal complaint needs to be made; then this should be submitted in writing to the school addressed to: The Chair of Governors, Caerleon Comprehensive School.