

KILDWICK CE PRIMARY SCHOOL
Striving for Excellence and Promoting Christian Values
School Website Policy

Date Approved: March 2017	Next Review: March 2018
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Purpose of Website

Kildwick CE VC Primary School Primary School values the contribution that a website can make to the life and role of the school in a modern society. Kildwick School's 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.kildwick.n-yorks.sch.uk/>. The site is hosted on a server in the UK and was built using North Yorkshire's Schools ICT service.

There are two main sections to the site:

- The front end published site, which is available to anyone in the world with Internet access
- The private back end site, which is available only to authorised members of the school community

Access to the private back end is controlled by a username and password. The staffroom and Governor room is also controlled by a username and password.

Safeguards

Parents sign a declaration form at the start of each academic year to give/ or not give permission for their child's photos to appear on the school website.

The school will ensure that no pupil can be identified or contacted either via or as a result of using, the school website.

Names are not published alongside pupil's photographs, other than when linked to an article that might appear in a published newspaper; such as the **In The News Section** which links to the Craven Herald newspaper.

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.

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.

Access and Approval

Content on the school website is controlled by the Headteacher, who publishes the site each day.

Contributors are allowed to submit new pages and upload photographs via the backend for approval prior to publication. Contributors are also allowed to edit their own content.

Monitoring

New pages will be tested for errors immediately after installation.

The web pages will be regularly reviewed for accuracy and will be updated as required.

Email / contact us

A contact us section of the site allows parents and users the opportunity to email school via the administrators account. Significant emails will be forwarded to the Headteacher via the administrator.

Policy details

A copy of this policy may be viewed on the website at <http://www.kildwick.n-yorks.sch.uk/> in the **e-safety** section as well as the **policies for parents** section.