

Samuel Cody School

WEBSITE POLICY



In creating the Samuel Cody School website we have adhered to the guidelines set out by the Government.

We believe our school website has two important roles:

- To inform parents about the policies and practices of the school, keep them informed about future events and activities.
- To provide information to prospective parents and teachers and the wider community.

Access and approval

Only the website administrators have access to the website for the purposes of editing.

Any request for submission to the site will be checked and approved by website administrators prior to being loaded and displayed.

There is an ICT Pupil Code of Conduct that lays out the rules for pupil access to the internet in school.

Names, pictures and content

- Children's names will not be published. Any images of children will not be labelled with their names.
- Images will be accompanied with general labels (eg "Drama Production", "Record of Achievement Evening" etc).
- Children will only be shown in photos where they are suitably dressed.
- Personal details of children, staff and governors, such as home addresses, telephone numbers, personal e-mail addresses, etc, will not be released via the website.

By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils.

Parents' permission for their child to be on the website is sought when they start at Samuel Cody School. Parents have a right to withdraw this at any time.

No other private information about pupils is ever published on the website such as surnames or contact details.

Teachers, children, governors and parents will be given the opportunity to submit information to appear on the website (subject to approval).