



## Website Policy

**November 2012**

A copy of this policy may be viewed on the school website at [www.bentleystpauls.co.uk](http://www.bentleystpauls.co.uk)

### **Purpose of the Website**

Bentley St Paul's Primary School values the contribution that a website can make to the life and role of the school in a modern society. Our website has 5 important roles:

- To promote the school;
- To provide information to all visitors – Parents, prospective parents, school staff and to the wider community;
- 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 address is <http://www.bentleystpauls.co.uk>. The site is hosted on a server in the UK and built using a mixture of website development languages including PHP, HTML and Javascript. The website makes extensive use of a MySQL database.

There are two main sections to the site: -

- The front end published pages, which are available to anyone in the world with Internet access
- The private administration pages, which are available only to authorised members of the school community (referred to as administrator users)

Access to the private administration pages is controlled by username and password.

The website allows the Main Site Administrator to create an unlimited number of administrator users who can access and add content to the site. Administrator users are school employees or other people closely associated to the school – including teachers, school administration staff and selected parents. Administrator user accounts are only created with the approval of the Head Teacher. An up to date list of current administrator users and their roles is held by the Head Teacher. Passwords will be changed regularly.

Content on the school website is controlled by authorised administrator users. All material submitted to the website by public visitors is initially given a status of 'Pending Review' and will not appear on the live website pages until it has been promoted from 'Pending Review' to 'Published' status by an authorised administrator user.

Written instructions and manuals will be available and maintained by the Main Site Administrator covering how to update the website.

At least two people should have the knowledge to maintain and edit the site, and they must pass on their knowledge to a successor at the end of a term of office.

At least one backup of the website code and data will be held off site.

## **Personal Information**

The safety of children and other users who appear or are referred to on the published site is of paramount importance. The school will ensure that no contact details of any pupils can be obtained from the school website.

Adults' names will be published as their title and last name plus, where relevant, their job title or role.

Pupil's names will be published as their first name only or, if required, first name and year group or age.

Where a photograph showing one or more pupils is used, no names of pupils will be displayed with that photograph.

When choosing photographs for the website, the school is mindful of the way pupils may appear in them, and will not include images which are in any way inappropriate. Children will only be shown in photos where they are suitably dressed.

As with other school publications the school follows a policy of not using images on its website showing pupils for whom parental permission has been refused.

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

## **Other Information**

Any 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.

All written work will be reviewed to ensure that it is in no way defamatory.

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.

## **Privacy of Visitor Information**

We may, either now or as part of possible future website developments, collect information that you provide to us for the purpose of registering with us, and/or leaving website comments or feedback, and/or subscribing to our website services and/or email notifications.

We may collect information about user visits to this website such as IP address, geographical location, browser type, referral source, length of visit and number of page views. We may use this information in the administration of this website, to improve the website's usability.

We will not provide the above information to any third parties unless we are required to do so by law.

We will take all reasonable precautions to prevent the loss, misuse or alteration of the collected information. Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

Our website does not currently store tracking cookies on visitors' PCs.

Our website contains links to other websites. We are not responsible for the privacy policies of third party websites.

Our contact details are shown on our website.

Adults have the right to refuse permission to publish their image on the site. Parents have the right to refuse permission for their child's work and/or image to be published on the site. Any persons named on a web page can ask for their details to be removed. Those wishing to exercise such rights should express their wishes in writing to the Headteacher, clearly stating whether they object to work, images, or both being published on the site.

We may update this policy from time-to-time by posting a new version on our website. Visitors should check this policy occasionally to ensure they are happy with any changes.

## **Website Disclaimer**

### **(1) Introduction**

This disclaimer governs your use of our website and by using our website you accept this disclaimer in full. If you disagree with any part of this disclaimer, do not use our website.

### **(2) Intellectual property rights**

Unless otherwise stated, we own the intellectual property rights of the website and all material on the website. Subject to the licence below, all our intellectual property rights are reserved.

### **(3) Licence to use the website**

You may view, download for caching purposes only, and print pages from the website, provided that:

1. You must not republish material from this website (including republication on another website), or reproduce or store material from this website in any public or private electronic device
2. You must not reproduce, duplicate, copy, sell, resell, visit, or otherwise exploit our website or material on our website for a commercial purpose, without our express written consent

### **(4) Limitations of liability**

The information on this website is provided free-of-charge, and you acknowledge that it would be unreasonable to hold us liable in respect of this website and the information on this website.

Whilst we endeavour to ensure that the information on this website is correct, we do not warrant its completeness or accuracy; nor do we commit to ensuring that the website remains available or that the material on this website is kept up-to-date.

To the maximum extent permitted by applicable law we exclude all representations, warranties and conditions (including, without limitation, the conditions implied by law of satisfactory quality, fitness for purpose and the use of reasonable care and skill).

Our liability is limited and excluded to the maximum extent permitted under applicable law. We will not be liable for any direct, indirect or consequential loss or damage arising under this disclaimer or in connection with our website, whether arising in tort, contract, or otherwise - including, without limitation, any loss of profit, contracts, business, goodwill, reputation, data, income, revenue or anticipated savings.

However, nothing in this disclaimer shall exclude or limit our liability for fraud, for death or personal injury caused by our negligence, or for any other liability which cannot be excluded or limited under applicable law.

### **(5) Variation**

We may revise this disclaimer from time-to-time. Please check this page regularly to ensure

you are familiar with the current version.

#### **(6) Entire agreement**

This disclaimer constitutes the entire agreement between you and us in relation to your use of our website, and supersedes all previous agreements in respect of your use of this website.

#### **(7) Law and jurisdiction**

This notice will be governed by and construed in accordance with English law, and any disputes relating to this notice shall be subject to the exclusive jurisdiction of the courts of England.

#### **(8) Our contact details**

Please see the main section of our website for our contact details.