



Website Policy

Date for renewal/updates/review	November 2020
Named person responsible for monitoring	Business Manager
Agreed by Personnel Committee	November 2017
Agreed by Governing Body	December 2017

Policy Statement

The main aim of the website of Sir William Ramsay School is to provide and maintain an up-to-date communication medium, providing for the needs of our students, staff, governors, parents and other Stakeholders within the Ramsay community.

Policy Scope

This policy applies to all employees and students. The principles of the policy also apply to key stakeholders in their communication with the school.

Key Principles

- Sir William Ramsay School values the contribution the school website can make in three general areas:
- In providing information for the parents of existing students; the parents of prospective parents; the wider community around the school; staff and students.
- In assisting with raising standards in teaching and learning and home learning.
- In promoting the vision, mission statement and values of the school as well as student achievement.

Protocols

Responsibilities:

ICT Technician – Website maintenance in association with E4education

Network Manager – Website Management

Business Director – Website Overview

Senior Leadership Team – Content Overview

Governors – Monitoring Website and Overseeing Policy

Safeguards

The safety of the students and other users who appear or are referred to on the published site is of paramount importance. The IT Technician will always refer to the schools safeguarding officer before posting any specific information and or photos of students.

Access and Approval

The ultimate responsibility for the contents of the website rests with the Leadership Team and with the Business Director, being the senior member of staff with specific responsibility. The IT Manager has full access to the school published website. Editing of the site pages is carried out by the IT technician. All content for publication to the website will be checked and approved by the IT Manager in conjunction with the Business Director when appropriate and before going live.

Images and Names

Appropriate group images will be used wherever possible. No names will appear beside the images of students. 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.

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. 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.

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 the Business Director 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.

Monitoring

The IT Manager will check material before it is uploaded to ensure that it is suitable and complies with the record of objections held by the Business Director 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 on-going. It will be the responsibility of the IT Manager, school leadership team and staff to ensure this happens.

Maintenance and Editing

School Website Structure and Responsibilities will be maintained by the IT Manager. The final editing rights remain with the Business Director. 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.

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 Sir William Ramsay School. Images must not be used without specific written permission by the school.

Compliance

The school will refer to guidance provided by E4education to ensure the policy remains compliant. The information provided by E4education is updated in line with Ofsted expectations.