

# Combe Pafford Business & Enterprise School Website policy

## Purpose of Website

Combe Pafford Business & Enterprise School values the contribution that a school website can make towards:

### Providing information for and communication between

- The parents of existing pupils
- The parents of prospective pupils
- The larger community outside school
- Staff and pupils

### Assist with raising standards in

- Teaching and learning
- Independent study

### Promote

- The values, aims and philosophy of the school.
- The achievements of the pupils.

## Website Structure

The school website is <http://www.combepaffordschool.co.uk> (and is hosted via [www.mrsite.co.uk](http://www.mrsite.co.uk)) and will consist of two distinct sections:-

The **published site**, which is accessible by the general public

and

**Password protected** sections, which are accessible by staff and pupils of the school only by entering a password

This will be split into two further sections, one with information for staff and the other with material for pupils.

## Administration

The Site Administrator (The ICT Coordinator) has full access to the school website.

Staff and pupils can produce work for the website but work is only published to the website after content has been checked and approved by the Site Administrator.

All content should be emailed or given to the administrator to be checked and published.

Only the Site Administrator has the necessary password to access the site admin section. Only the Site Administrator will publish content to the website.

## **Safety**

It is the duty of the school to ensure that every child in its care is safe. The same principles apply to the virtual presence of the school as much as the physical presence. The school will ensure that no pupil can be identified or contacted either via or as a result of using, the school website.

## **Images, examples of work and privacy**

- No individual image of a pupil will be used on the school website.
- Group images will be used wherever possible.
- No names will appear beside the images of pupils.
- Permission will be obtained from parents or carers before any image is used.
- Permission will be obtained from parents or carers before publishing the work of any pupil. Only first names and year group will be used to identify the work.
- After permission has been obtained images of adults will be identified by the use of their title and last name only.
- No personal details, addresses or e-mail addresses will be published for adults or pupils.

## **Content**

- 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.
- 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.
- 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 no copyright or intellectual property rights are infringed.
- All written material will be checked for its suitability for its intended audience.

## **Maintenance**

- The school website will be monitored and updated regularly to ensure that it complies with the rules stated above.
- This website policy will be reviewed annually and updated in line with any changes in guidance or regulation that may have occurred.
- The website policy will be one part of a suite of policies created to ensure the safety of pupils while working online.

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This policy has been written in accordance with the guidance provided by: -

- Becta ([www.becta.org.uk](http://www.becta.org.uk))
- Superhighway safety for schools (DFES)  
<http://safety.ngfl.gov.uk/schools/index.php3?S=4>
- A copy of this policy may be viewed on the website  
[www.combepaffordschool.co.uk](http://www.combepaffordschool.co.uk)