



Website Management Policy

Introduction and Rationale:

The CNS website and individual school websites will be hosted on the ETBI website with the proviso that the updating and management of the website for each school remains in the hands of the principal and/or website manager of each school.

This is the Website Policy Document of Community National Schools. The website will be reviewed regularly for development, in addition to updating the website content.

It is the school's responsibility to ensure that every child in our care is safe and consequently that no individual child could be identified or contacted by visitors to the school's website. A similar duty applies to the school staff, the school community and to the general security of the school premises. This policy outlines the procedures and rules in place to set out the type of information that is to be included /excluded and the procedure for approving updates.

ICT Vision

In Community National Schools our vision for ICT is that ICT is an everyday teaching and learning tool where all children can independently apply their ICT skills across the curriculum to enhance learning irrespective of their race, gender, ability, ethnic group, or culture.

This policy was formulated in January 2013.

Website Objectives:

The general objectives of the CNS schools website are:

- ☒ To present an attractive, professional image of the school to the wider community(including prospective parents)
- ☒ To promote the school community and its activities within the wider community.
- ☒ To engage the children and parents, helping them to take interest and pride in their school and its achievements.
- ☒ To develop IT and Internet usage in the school.
- ☒ To assist with information flow to the school community.

Website Administrator:

The single manager/principal will appoint a website administrator on an annual basis. He/She will be responsible for uploading the content items for the school website. This will be completed at the request of and in consultation with the principal.

_____ is the appointed administrator at present and for the school year 2013/2014. Should you have any questions/queries, do not hesitate to contact them, or the principal. The following rules will be adopted by everyone preparing material for the school website.

General:

The website will be regularly checked by the website administrator and principal to ensure that there is no content that compromises the safety of the pupils, members of staff or members of the school community. Website content will be subject to the following rules:

- ☒ Information on and updates to the website will be approved by the principal on behalf of the single manager, before being uploaded
- ☒ The website will contain no personal information of pupils.
- ☒ The website will contain no personal information of teachers, members of the PA or BOM including home address, telephone numbers and contact details. All adult representatives can be contacted via the school e-mail address (posted on the website).
- ☒ General information about the school, key policies and some diary information will be included.
- ☒ Newsletters/Event Information will be adapted for uploading to the website – i.e. removal of surnames, trip details etc. Names/ travel arrangements which may compromise security will not be included.
- ☒ No detailed information or maps/plans of the school will be published

Pupil's Work:

Pupils will be given the opportunity to publish projects, artwork or school work on the school website in accordance with the following rules:

- ☒ Publication of school work will be co-ordinated by the class teachers and uploaded for approval by the website administrator.
- ☒ The school website will not publish full names alongside pupils' work. Work published will be linked to subject areas.
- ☒ Pupils' work published will appear in an educational context with a copyright notice prohibiting the copying of such work without express written permission.
- ☒ Pupils continue to own the copyright of any work published.

Photographs:

The school anticipates using digital photographs of group activities and events. The content of the photos will focus on the activity/event in question. Photographs will be published in accordance with the following rules:

- ☒ The administrator and other approved contributors, in consultation with the principal, have permission to publish photographs of school related activities/events.
- ☒ Parents have completed consent forms to allow photographs which include their children to be used on the website. No photographs of children for whom consent has not been received will be shown on the website.
- ☒ Individual children will not be named and other identifying information will not be attached to the photos.
- ☒ Photographs will focus on the activities and not on the individuals.

Roles and Responsibilities:

The single manager/principal has overall responsibility for the implementation and monitoring of the school policy on the School Website. The principal is the day to day manager of routines contained in the policy with the assistance of all staff members. Maintenance and updating the website is carried out by the appointed website administrator.

Success Criteria:

The effectiveness of the school website policy in its present form is measured by the following criteria;

- Positive feedback from pupils/parents/teachers
- Improved information flow between the members of the school community
- Raised awareness of the school and school activities in the wider community as reported by members of the wider community.

Ratification and Review:

This policy was ratified by single manager on the _____. It will be reviewed annually and when needed, but no later than 2014.

Implementation:

The policy will be implemented from January 2013

(Single Manager)

(Date)