

School Web Site Policy - www.holmeschool.co.uk

This document outlines the objectives of the web site for Holme on Spalding Moor Primary School and the policies followed in selecting material to be published.

The school web site represents the public face of the school. It is designed to both present the school to prospective parents, children, and other interested people and also to provide information to existing parents and children.

The school web site will contain:

- School calendar
- Admissions information
- Curriculum Information
- Information on school clubs and school council
- Other data which is believed to be of interest to people using the web site

Key policies relating to the school web site are:

- The school web site will not normally include the work of children, but may do so in special circumstances (e.g. if a particular project has won an award). Children's work will be shown through a separate web site which is maintained by the school ICT coordinator.
- Photos of children may be included on the school web site. Safety of children is to be the major consideration in all such matters.
- Online/realtime webcams, guestbooks, noticeboards, or weblogs will not be used on the school web site.
- The web site editor will only publish information about the school which has been approved by the Headteacher. Information about the Friends Association must be supplied and/or approved by the Chairman or Secretary of the Friends Association. Information about the Governing Body must be approved by the Chairman of Governors. Although the content of the web site requires the above approvals the format and presentation layout will be decided by the web site editor in order to make the site user friendly.
- Although it is the objective that the web site will be kept up to date and accurate at all times, realistically there will be times when data provided is out of date or mistakes will be made. At all times the definitive information on any aspect of the school will be information obtained directly from the school. The web site must make this clear to readers.
- The content of the school web site will at all times comply with legal requirements - particularly relevant are the Data Protection Act and Copyright laws.