St. Mary's N.S.

Website Policy

Introduction and Rationale:

This is the Website Policy Document of St. Mary's N.S., Bagenalstown. Our website has been in operation since Spring Term 2010, and will continue to be developed and expanded.

It is the school's duty to ensure that every child in our care is safe and therefore that no individual child could be identified or contacted by visitors to the school's website. A similar responsibility 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.

This policy was formulated and revised in collaboration between the staff, parent representatives and the Board of Management.

Objectives:

The general objectives of the St. Mary's N.S. 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 introduce/develop IT and Internet usage in the school.

- To assist with information flow to the school community.

Website Administrator:

Each year the Board of Management will appoint a Website Administrator. He /She will be responsible for uploading the content items for the website. This will be done at the request of and in consultation with the Principal. Bill Johnson is the appointed administrator at present. Should you have any questions/queries, do not hesitate to contact him, 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 Board of Management, before being uploaded

- The Website will contain no personal information of pupils.

- The Website will contain no personal information of teachers or members of the PA or BOM including home address, telephone numbers and contact details. All adult representatives can be contacted via e-mail (addresses are 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.

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 on the site.

- The school website will not publish 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 or 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, in consultation with the Principal, has 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.
- Only general photographs of groups of pupils will be published – never individuals. These photographs will not be capable of enlargement.
- 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 Board of Management 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 the Board of Management. It will be reviewed in the school year 2015- 16.

Implementation:

The policy will be implemented from the date of ratification.

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(Chairperson, Board of Management)   (Date)