**Garnetbank Primary School**

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**School Website Policy Statement**

**2014**

**Updating**

A senior member of staff will have overall responsibility for the website to ensure that its contents are accurate, adhere to GCC guidelines and are up to date.

**Standards for Web-site Development (the seven C’s)**

The SMT will actively involve staff, parents, pupils and partner agencies when developing/gathering information for the site. When creating content for the website the SMT will ensure the content is:

1.Correct

Regularly check the information posted on the site is factually correct.

2. Cohesive

Use consistent house style such as font/colours/line spacing etc. This makes

it easier for the user to use/identify.

3. Concise

Less is more. Don’t populate the site with irrelevant details. Keep it simple

4. Current

Update the site regularly

Archive out of date material. Keep the site fresh

5. Clear

Give pages a title. This makes them easy to identify.

Keep language and presentation plain and simple.

Do not use backgrounds or fonts which make content difficult to read

6. Careful

Check you have parents’/carers’ permission to include children’s work/

photographs/input to the site. Web-sites SHOULD NOT include names of any child or adult in photography( without permission), personal details or personal e-mail/postal addresses or phone/fax numbers

7. Collaborate

Collaborate between SMT, staff, parents and pupils to decide:

Aims and objectives

How the site will reflect the ethos and values of our school.

**Issues of Safety**

It is the duty of the establishment management to ensure that every child or young person in their care is safe. The same principles should apply to the virtual presence of an educational establishment as would be applied to its physical buildings. Educational establishments must ensure that no individual child or young person can be identified or contacted either via, or as a result of, a visitor using the establishment web-site.

**Images of Children and Young People**

Including images of children and young people on our school web-site can be motivating for the children and young people involved and provide a good opportunity to promote the work of our school.

To ensure the safety and privacy of the Garnetbank Primary School community and to adhere to Glasgow City Council guidelines, our school has created the following school website guidelines around the use of images:

* Do not use the names of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside the educational establishment.
* Do not use pupil names to save image files as these are identifiable within photo gallery sections.

An easy rule to remember is:

* If the child or young person is named do not use their photograph;
* If the photograph is used avoid naming the child or young person;
* If in doubt, leave it out.
* Parents/ carers should complete consent forms to ensure permission is obtained before using images of a child or young person. This ensures that parents/carers and children and young people are aware of the way the image is being used.
* When a consent form is not returned do not include images of the pupil.
* Only use images of children and young people in suitable dress to reduce the risk of inappropriate use.
* Text written by children and young people will be checked by a member of staff before publication as it may include potentially problematic material such as personal information or defamatory statements. Only first names should be used to identify pieces of classwork.
* The SMT will regularly review any external links placed on the site.

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**Glasgow City Council**

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