

# **St. Joseph's National School 09927I: School Website Policy**

## **Introductory Statement**

This policy was formulated by the staff of St. Joseph's National School in consultation with the Board of Management in 2019 and was reviewed again by the school staff, Parents' Association and the Board of Management between November 2022 and February 8<sup>th</sup> 2023.

## **Purpose of Website**

The management and staff at St. Joseph's National School value the contribution that a website can make to the life and role of the school in a modern society.

St. Joseph's National School's school website has four important roles:

- To promote the school;
- To provide information to prospective parents and teachers, the wider community and the world;
- To act as a communication channel between teachers, parents, pupils and school management;
- To facilitate the publication of work undertaken by the pupils.

## **School Website: Details**

The school website is updated regularly. The website contains current information, policies, school calendar, pupils' work, information on school activities, photographs and school contact details.

The published site is available to anyone in the world with Internet access. The website was designed using Weebly. This website is © Copyright Granagh N.S. Most of the material featured on our website is subject to copyright protection unless otherwise indicated. Student work can be published on the Granagh N.S. website but remains the copyright of the student. If any work found on the Granagh N.S. website is reproduced, published or issued to other, the source and copyright of the work should be acknowledged. Where material from other sources is published on our website, we endeavour to acknowledge the source and copyright status of that work. Any transgressions identified by individuals should be directed to the school by email indicating the page(s) which they believe are not compliant with this policy or general web etiquette. A number of organisations and institutions are linked to the school website. The Staff and Management are not responsible for the contents or reliability of the linked websites and does not necessarily endorse the views expressed within them. Listing shall not be taken as endorsement of any kind. There is no guarantee that these links will work all of the time. Where the Site Administrator is aware of broken links, these will be removed. Written instructions and manuals are available and maintained.

## **Safeguards**

The safety of children and other users who are referred to on the published site is of paramount importance. In keeping with the school's child protection policy, it is the aim of Management and Staff to provide pupils with the highest possible standard of care in order to promote their well-being and protect them from threats posed by the internet and other internet users.

1. **Access and Approval** School Staff have full access to the school website. By default, all pages are locked for editing and approval by School Staff. Staff will up-skill in relation to uploading of materials when and as required.

### **2. Names, pictures and content**

It is the school's first duty to ensure that every child in their care is safe and therefore that no individual child could be identified or contacted by visitors to the school's website. A similar responsibility also applies to school staff and to the general security of school premises. The following rules will be adopted by everyone involved in preparing the materials for the school website:

- Pupil's work displayed online is identified only by class – e.g., “painting/writing by a 2nd class pupil” and will not contain information, such as family names, which might identify that pupil or family members.
- Parents provide written consent for photographs of their child to be published on the website.
- Any incident of an image considered by a pupil, staff member or parent to be inappropriate to the website or these guidelines should be reported to the Principal
- Events and trips. General information only.
- Adults' names will be published as their title and last name e.g. Mr. Davies.
- Children's names, if at all, will be published as their first name only e.g., Trevor.
- Personal details of children, staff and management, such as home addresses, telephone numbers, personal e-mail addresses, etc, will not be released via the website or school e-mail.
- All staff members will be given the opportunity to submit information to appear on the website (subject to approval as set out in section 1 above).

### **3. Privacy of members of the school community**

Parents have the right to refuse permission for their child's work/image/first name to be published on the website. Those wishing to exercise these rights should express their wishes in writing to the Principal clearly stating this wish.

## **Roles and responsibilities**

This policy will be implemented by school staff.

## **Monitoring and Review**

This policy was reviewed by the Board on Management  
on 08/02/2023

Signed: David Leahy,  
Chairperson, Board of Management.