

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 by the Website Administrator.
- 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 in 2010. It will be reviewed annually and when needed, but no later than 2013.

Implementation:

The policy will be implemented from April 2010.

(Chairperson, Board of Management)

(Date)