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Boxgrove
Primary
School

Boxgrove Lane, Guildford, Surrey GU1 2TD

Co-Headteachers:

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SCHOOL INFORMATION PUBLISHED ON A WEBSITE POLICY

At Boxgrove Primary School we want every child to:

- Love learning
- Find their strengths and talents
- Achieve more than they thought possible

Rationale

The main purpose of Boxgrove's Website is for communication. The site allows us to:

- Provide school information, news and curriculum details for existing students and parents
- Promote our school to prospective pupils and parents
- Showcase examples of pupils' work through photographs, written articles and videos to involve parents and carers in their CHILDREN'S EDUCATION
- Share links to resources for learning and development both within the school and with colleagues and pupils anywhere
- Provide two-way communication with the school community.

Content

In order that the site serves as a reliable resource for pupils and employees, as well as for parents, prospective pupils and the governing body, it must contain timely information. Staff members must ensure information relevant to their area of responsibility is kept up-to-date and that changes are made or passed onto the Website Administrator in a timely fashion.

Persons wishing to post announcements on the homepage should submit their request through email, phone or in person to the Website Administrator. Postings and their content are at the discretion of the Headteacher/Website Administrator. Year group webpages should be revised weekly (Friday) to reflect the learning and routines of the following week.

Styling

All pages and content follow an agreed set style and layout; any additional documents that wish to be added or posted as downloadable content must be agreed with the Headteacher or Website Administrator.

It is important to remember that, as in the case of anything else on the website, audio and video clips represent the school. Therefore, audio or video must be of the highest possible quality. Video, which is inappropriate in content, blurry, unsteady, or difficult to view, will not be posted. Audio that is difficult to hear or inappropriate in content will not be posted. Content must be of a nature as to speak to unique aspects of the school or community life. Final discretion as to whether a media file is placed on the website rests with the Website Administrator in tangent with the Leadership Team.

Privacy and Safety Issues

It is the duty of the school to ensure that every child in our care is safe and the same principles apply to websites as to school buildings.

No individual child may be identified or contacted by visitors through the school website. Personal contact information for pupils, parents, and governors including home and e-mail addresses, telephone numbers, and other information that could be used by unauthorised individuals, will not be published on the website.

Photographs and Video: All photographs are reviewed for suitability before posting and parents/carers are always asked to advise the school if they have a concern about their child's image being used.

Text and Audio files: Pupil generated work will be checked by staff before publication to ensure they do not include personal information, libellous statements or that they infringe copyright. The filenames will not include students' names.

Email: Personal email addresses of staff and students will not be published. Boxgrove School Office and employees may be contacted through the school-administrated email links provided on the website – office@boxgrove.surrey.sch.uk

External website links: Content will be thoroughly checked before inclusion on the school website to make sure it is appropriate both to the school and the intended audience. Links will be checked regularly, not only to ensure that they are still active, but that the content remains suitable too. No links will be included to their own or other pupils' personal websites containing personal contact information. However, Boxgrove Primary School cannot assume any responsibility or liability for content placed upon linked websites outside of our control.

Information about website visits: We may collect information about your computer and your visits to this website such as your IP address, geographical location, browser type, referral source, length of visit and number of page views. We may use this information in the administration of this website, to improve the website's usability, and for marketing purposes. We use cookies on this website. A cookie is a text file sent by a web server to a web browser, and stored by the browser. The text file is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser. We may send a cookie which may be stored by your browser on your computer's hard drive. We may use the information we obtain from the cookie in the administration of this website, to improve the website's usability and for marketing purposes. We may also use that information to recognise your computer when you visit our website, and to personalise our website for you. Most browsers allow you to refuse cookies. (For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector.) This will, however, have a negative impact upon the usability of many websites.

Advertising

Unless approved by the Headteacher, the advertising or direct sale of non-school related goods and services is prohibited on all sections of our school website.

Copyright

Posting or providing access to material that violates the copyrights of other parties is prohibited. Copyrighted materials, including educational materials subject to copyright, may not be placed on Boxgrove's website. Knowingly providing links to websites that contain pirated materials is also prohibited.

Contact

Please direct questions about this Website Policy to the Website Administrator or Leadership team via office@boxgrove.surrey.sch.uk.