

This policy statement should be read in conjunction with the Privacy Policy

<http://www.woodcroft.barnet.sch.uk/privacy-policy/>

## **Woodcroft Website Policy Statement 2023**

At Woodcroft:

- The Headteacher takes overall editorial responsibility to ensure that the website content is accurate and the quality of presentation is maintained;
- Uploading of information is restricted to The Headteacher, Network Manager, IT Lead Teacher;
- Material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- The point of contact on the web site is the school address and telephone number. Home information or individual e-mail identities will not be published;
- Photographs of individuals published on the web do not have any names or locations attached;
- We gain parental / carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter / son joins the school;
- Digital images / video of pupils are never stored on individual media devices;
- We do not use pupils' names when saving images in the file names or in the <ALT> tags when publishing to the school website;
- We do not include the full names of pupils in the text, credits or captions of any published school documents / Photographs / DVDs;
- Staff sign the school's Acceptable Use Policy and a Staff Code of Conduct and these include clauses on the use of mobile phones and personal equipment for creating digital images;
- Pupils are only able to publish to their own 'safe' web-portal 'The Treehouse' in school;
- Pupils are taught to publish for a wide range of audiences which might include governors, parents or younger children as part of their computing scheme of work;
- Pupils are taught about how images can be misused as part of their online safety education programme;

### **Social networking and personal publishing on the TreeHouse (VLE)**

- The school will block/filter access to external social networking sites;
- Online communication will be restricted to members of the Woodcroft community;
- All communication is moderated by the site administrator;
- Newsgroups will be blocked unless a specific use is approved;
- Pupils will be taught never to give out personal details of any kind which may identify them and / or their location;
- Pupils are advised on security and encouraged to set and keep passwords secure, deny access to unknown individuals and instructed how to block or report unwanted communications;
- Pupils should be advised not to publish specific and detailed private thoughts;
- The schools is aware that bullying can take place online, we take measures to monitor and prevent such occurrences.