

WEB-SITE AND VLE MANAGEMENT POLICY

Aims

At St. Nicholas School we have a designated school website and VLE for a variety of purposes:

1. The primary role of the school website (and KLZ Learning Platform) is the sharing and publication of information for the students at St. Nicholas School.
2. The parents/carers of students at St. Nicholas School have an opportunity to gain up-to-date written and pictorial information on the curriculum, successes/achievements of and the up-coming events for their children.
3. The school provides the facility for electronic communications to and between staff, parents, governors and the wider community.
4. Part of the role of St. Nicholas School is to provide support and information concerning disability, support groups and teaching strategies for pupils with special needs, for example. The website provides a media for communication and list of helpful contacts for these issues.
5. To provide a method of publishing up-to-date policy information for governors, staff, parents etc.

POLICY INTO PRACTICE

Content

The school website has a variety of different information:

- ◆ Information – Each class section includes the appropriate timetable and information concerning current / future events. Term dates and newsletters are provided (in PDF format).
- ◆ Staff/pupils – The first names of staff for each class are included in the relevant section. Teacher photographs are included, but an opt-out is in place. Pupil information may only be included also on a first name basis.
- ◆ Photographs – The governing body have decided that the school may have (group) pupils' pictures on the school website. This decision will be up for review on an annual basis. Photographs will not be accompanied by names of anyone involved. This is in accordance with the KCC and DCSF policies on acceptable internet content. Staff and parents would reserve the right to not include photographs of themselves / their children on an individual or class basis.
- ◆ Policies - All school policies are incorporated into the website and available to all to download. *They are provided in PDF format.*
- ◆ Contacts - Information concerning local and national support groups is provided – see our favourite websites.
- ◆ Pupil work - In order to share and celebrate success and personal achievements, evidence of written work, pictures (paintings / drawings), certificates and photos may be included into the class sections.

Roles & Responsibilities

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| Headteacher | - Overall responsibility for the content of the school website. Responsible for checking own staff e-mail address on a daily basis. The acceptable response time will be within 48 hours. |
| Governing Body | - Adoption and accountability for the school's Internet policies. |
| DHT / Online Safety co-ord | - The management of termly updates of the website, review of "Website Management" and (separate) "Internet Policy – Access and Acceptable Use" policies. Responsible for checking own staff e-mail address on a daily |

basis. The acceptable response time will be within 48 hours. Assistance with the uploading of website content for teachers and classes.

Office Staff	– Reading, distributing and, where appropriate, responding to E-mails via the school E-mail service: office@st-nicholas.kent.sch.uk . The office inbox will be checked twice daily. All E-mail replies will be made within 48 hrs – office, support teaching and management staff. Assistance with the uploading of website content for administrative matters.
ICT Curriculum Manager	- Uploading website content from classes and teachers. Advice and support for colleagues in arranging their content for their class website area.
ICT Systems Manager	- Management of the uploaded website e.g. monitoring of unacceptable-mail content, contact for the school Internet and E-mail Service Provider – “RM Internet for Learning”. The System’s manager will support the ICT manager in his duties, as appropriate. Responsible for checking own staff e-mail address on a daily basis. The acceptable response time will be within 48 hours.
ICT Technician	- To assist the Network Manager in the management of the school systems including website and KLZ learning platform.
Class teachers	- The Class teacher is responsible for the provision of update information to the ICT Dept. on a termly basis. They are responsible for checking their staff e-mail address on a daily basis. The acceptable response time will be within 48 hours.
Support staff	- To support the class teachers in the gathering of class information.
Pupils / Parents	- To follow the school Acceptable Internet use policy, where appropriate.

Important Information

- School Website Address: www.st-nicholas.kent.sch.uk
- Main e-mail contact: office@st.nicholas.kent.sch.uk
- Headteacher e-mail contact: headteacher@st.nicholas.kent.sch.uk
- DHT / Online Safety Co-ordinator e-mail contact: stephen.k@st-nicholas.kent.sch.uk

- ICT Curriculum Manager: david.j@st-nicholas.kent.sch.uk
- ICT System Manager e-mail contact: gordon.b@st-nicholas.kent.sch.uk
- ICT Technician's e-mail contact: karine.n@st-nicholas.kent.sch.uk

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations, and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

LINKS TO OTHER POLICIES

ICT Policy
Online Safety Policy
Acceptable Internet Use Policy
Anti-Bullying Policy
Safeguarding Policy
Health and Safety Policy
Positive Behaviour Support Policy
Teaching and Learning Policy
Staff Code of Conduct Policy
All Curriculum Subject Policies

STEPHEN KING (ICT / ONLINE SAFETY MANAGER)
REVISED TERM 3 2017