



SCHOOL WEBSITE POLICY

Purpose of the Website

- Llantwit Major School values the contribution values that a website can make to the life and role of the school in a modern society. The School's website has 5 important roles:
- To promote the school;
 - To provide information to prospective parents, teachers, the wider community and the world;
 - To act as a communication channel between the school to parents, pupils and the general public;
- To be part of the provision to support pupils and families in learning and development;
- To raise standards in teaching and learning.

1.1 Website Structure

The school website is <http://www.llantwitschool.org.uk/>.

The site is hosted by <https://www.greenhouseschoolwebsites.co.uk/>

1.2 As a content managed site there are two main sections to the site: -

- The front end published site, which is available to anyone, anywhere with Internet access to browse.
- The private back end site, which is available only to authorised members of the school community and the service provider.

Access to the private back end is controlled by username and password.

Green house school websites allows the Site Administrator to develop a site that users can access and add content to the site. User accounts are only created with the approval of the School Business Manager. Users are teachers, pupils, administration staff and parents. User accounts that can add content are limited to school staff and are only created with the approval of the Head Teacher.

An up to date list of current users who have access to add content and their roles is held by the school IT Support team.

2 Materials in site

2.1 This website <http://www.llantwitschool.org.uk/> contains material which is owned by or licensed to Llantwit Major School. This material includes, but is not limited to, the design, layout, look, appearance and graphics. It is protected by intellectual property laws including, but not limited to, copyright.

2.2 All trademarks reproduced in the website, which are not the property of, or licensed to [Llantwit Major School](#) should be acknowledged on the website.

2.3 You may view, use, download and store the material on this website for personal and research use only. The re-distribution, re-publication, or otherwise making available of the material on this website to third parties without the prior written consent of [Llantwit Major School](#) is prohibited.

2.4 Unauthorised use of this website may give rise to a claim for damages by [Llantwit Major School](#) and/or be a criminal offence.

3. Accuracy of information

3.1 The information on <http://www.llantwitschool.org.uk/> is given in good faith and for general information and interest only. It is subject to change without notice. [Llantwit Major School](#) is not responsible for any inaccuracies and (except as set out in clause 5.3) makes no representation and gives no warranty as to its accuracy.

3.2 The information on <http://www.llantwitschool.org.uk/> should not be relied on and does not constitute any form of advice or recommendation. By using <http://www.llantwitschool.org.uk/> you confirm that you have not relied on any such information. Any arrangements made between you and any third party named or referred to on the website are entirely at your sole risk and responsibility.

3.3 Nothing on <http://www.llantwitschool.org.uk/> is intended to be nor should be construed as an offer to enter into a contractual relationship.

4. Linking

4.1 The website <http://www.llantwitschool.org.uk/> contains links to other websites. [Llantwit Major School](#) accepts no responsibility or liability for the content of other websites, which are not under the strict control of [Llantwit school](#). Any link is not intended to be, nor should be construed as, an endorsement of any kind by [Llantwit school](#) of that other website.

4.2 You may not create a link to this website <http://www.llantwitschool.org.uk/> from another website or document without prior written consent from [Llantwit Major School](#).

5. Liability

5.1 [Llantwit Major school](#) does not guarantee that use of this website <http://www.llantwitschool.org.uk/> will be compatible with all hardware and software which may be used by visitors to the site.

5.2 Except as set out in clause 5.3, [Llantwit Major School](#) will be under no liability to you whatsoever whether in contract, tort, (including negligence), breach of statutory duty, restitution or otherwise for any injury, death, damage or direct, indirect or consequential loss (all three of which terms include, without limitation, pure economic loss, loss of profits, loss of business, depletion of goodwill and like loss) howsoever caused arising out of or in connection with the use of this website <http://www.llantwitschool.org.uk/> or the use, accessing, downloading or relying on any information or other materials contained in this website <http://www.llantwitschool.org.uk/>, including, without limitation, as a result of any computer virus.

5.3 These terms and conditions do not exclude its liability (if any) to you for personal injury or death resulting from [Llantwit Major School](#) negligence, for fraud or for any matter which it would be illegal for [Llantwit Major School](#) to exclude or to attempt to exclude its liability.

6. Privacy

6.1 [Llantwit Major School](#) privacy policy for the website can be seen below. This privacy policy forms part of these terms and conditions.

7. Complete agreement

7.1 These terms and conditions (including the privacy statement referred to in clause 6) contain all the terms which you and [Llantwit Major School](#) have agreed in relation to the use of the website <http://www.llantwitschool.org.uk/>.

8. Jurisdiction and acceptance of these terms and conditions

8.1 This website at <http://www.llantwitschool.org.uk/> is controlled and operated by [Llantwit Major School as a content managed website designed by greenhouseschoolwebsites.co.uk](#). The formation, existence, construction, performance, validity in all aspects whatsoever of these terms and conditions or of any term of these terms and conditions or any dispute in relation to the materials contained in this website shall be governed by English law as applied in England and Wales. The English and Welsh courts shall have exclusive jurisdiction to settle any disputes which may arise out of or in connection with these terms and conditions or use of the website <http://www.llantwitschool.org.uk/>

8.2 Your continued use of this website <http://www.llantwitschool.org.uk/> indicates your acceptance of these terms and conditions.

9 Safeguards

The safety of children and other users who appear or are referred to on the published site is of paramount importance. The school will ensure that no pupil can be identified or contacted either via or as a result of using the school website.

10 Access and Approval

10.1 The system operates on role-based publishing allowing a site administrator to create new users and manage existing users, and choose whether content editors can publish directly to the internet or to a 'pending approval' area. Content on the school website is controlled by role access. Essentially there are 3 roles: contributors, editors and administrators. All material submitted to the site is initially given a status of 'Pending Review'. Any comments are sent directly to a school email and must be approved by the site administrator/ Business Manager and an additional delegate member of the SLT before publishing.

10.2 Contributors are allowed to submit new pages and upload photographs via the admin backend for approval prior to publication. Contributors are also allowed to edit their own content. Contributors are not allowed to promote 'Pending Review' content to 'Published'.

Editors are allowed to submit new pages and upload photographs via the backend for approval prior to publication. Editors are allowed to edit their own content and also contributors' content. Editors are allowed to promote 'Pending Review' content to 'Published'. Editors may also demote 'Published' content to 'Unpublished'.

Administrators have full access to the WordPress environment for the purposes of maintaining the software and the underlying technical environment. This includes tasks such as user administration and software maintenance and upgrade. Administrators will not publish materials to the site unless expressly authorised by the site administrator/ Business Manager and an additional delegate member of the SLT

Administrators will not publish materials to the site unless authorised.

Staff users are allowed limited access to certain pages. These pages will be saved in draft and can be reviewed by the administrators before publishing.

Administrators have full access to the greenhouseschoolwebsites.co.uk software for the purposes of maintaining the website. This includes tasks such as user administration and software maintenance and upgrade.

11 Names, pictures and content

- Where pupils are named, only first names should be given;
- Where a pupil is fully named, no photograph of that pupil should be displayed;
- Where a photograph is used which shows a pupil, no full name is displayed.

By observing these points, the school ensures that visitors to the website cannot link images of pupils to names of pupils. When choosing photographs for the website, the school is mindful of the way pupils may appear in them, and will avoid including images which are in any way inappropriate.

- The school follows a policy of seeking parents' permission before using images of pupils on school publicity and this includes on the website.
- No other private information about pupils is ever published on the website such as surnames or contact details.
- Children will only be shown in photos where they are suitably dressed.
- Personal details of children or staff such as home addresses, telephone numbers, personal e-mail addresses, etc, will not be released via the website.
- Links to external websites will be checked thoroughly before inclusion on the school website. The sites will be checked for the suitability of their content for their intended audience.
- Any text written by pupils will be reviewed before inclusion to ensure that no personal details are accidentally included that could lead to the identification of the pupil e.g. membership of after school clubs.
- All written work will be reviewed to ensure that it is in no way defamatory.
- Written work will be checked to ensure (as far as possible) that no copyright or intellectual property rights are infringed.
- All written material will be checked for its suitability for its intended audience.

12 Privacy

12.1 Adults have the right to refuse permission to publish their image on the site.

12.2 Parents have the right to refuse permission for their child's work and/or image to be published on the site.

Those wishing to exercise this right should express their wishes in writing to the Head Teacher, clearly stating whether they object to work, images, or both being published, to the site. Parents will be notified of this right as part of the school induction pack that all parents/ pupils receive prior to enrolment.

13 Monitoring

13.1 An Editor will check material before it is uploaded or published to ensure that it is suitable and complies with the record of objections held by the Head Teacher and with copyright laws (as far as is possible). Any persons named on a web page can ask for their details to be removed.

New pages will be tested for errors immediately after installation.

The web pages will be regularly reviewed for accuracy and will be updated as required. This review will occur at least annually. It will be the responsibility of an Administrator, school management, staff or authorised agents to ensure this happens.

14 Maintenance and Editing

14.1 At least two people should have the knowledge to maintain and edit the site, and they must pass on their knowledge to a successor at the end of a term of office. Training for new contributors is provided as necessary by the school IT support team.

15 Privacy statement for website

This privacy statement sets out how [Llantwit Major School](http://www.llantwitschool.org.uk/) complies with European Union data protection requirements. This applies to the entire website <http://www.llantwitschool.org.uk/> Any changes to these policies will be posted on this website.

[Llantwit Major School](http://www.llantwitschool.org.uk/) is committed to respecting your privacy. We have structured our website <http://www.llantwitschool.org.uk/> so that, in general, you can visit us on the web without identifying yourself or revealing any personal information. Once you choose to provide us with any information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

For your protection, we are registered under the *Data Protection Act* and have given all appropriate notifications to the Information Commissioner.

The collection of information

We may collect the following information:

- We require that users supply personal information, including email address prior to registering with this website or receiving other specific corporate and information materials or submitting an enquiry to us.
- We may also ask you to provide us with additional contact information, in order to provide you with additional site functionality and further correspondence.
- Some pages use cookies, a data analysis technique. An explanation of what cookies are can be found below.

The use of Information gathered

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- internal record keeping;
- we may use the information to improve our products and services;
- our school's representatives may follow up, either by e-mail, phone or mail, as part of our customer care procedures;
- we may periodically send promotional information about new products, special offers or other information which we think you may find interesting using the contact details which you have provided either by registering as a user on this site or by requesting information from us; and
- from time to time, we may also use your information to contact you for market research purposes. We may contact you by e-mail, phone or mail.

Sharing information

When you use this site and have not advised us to the contrary, you are agreeing that we may use your personal information for the purposes set out in this statement.

We may NOT sell, distribute or lease your personal information to third parties.

If you have any objection whatsoever when using <http://www.llantwitschool.org.uk/> please contact by writing to or e-mailing us at:

Mrs L Tomsa
School Business Manager
Ham Lane East,

Llantwit Major,
Vale of Glamorgan
CF61 1TQ
Telephone: 01446 793301
E-Mail: llantwitmajorhs@valeofglamorgan.gov.uk

Other websites

Our website <http://www.llantwitschool.org.uk/> may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information, which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Use of cookies

A cookie is a piece of text, which asks permission to be placed on your computer's hard drive. Once you agree, your browser adds that text in a small file. A cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. Denial of a traffic log cookie should not prevent you from using this site, however it may restrict the use of certain features.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. This practice is strictly in force. We know that people have concerns about cookies, but we believe that the benefit we both gain from their proper use is worthwhile. You may set your web browser (Microsoft Internet Explorer or Netscape Navigator) to notify you of cookie placement requests or decline cookies completely. You can delete the files that contain cookies - those files are stored as part of your Internet browser.

Web bugs

A Web bug is a graphic on a Web page or in an email message designed to monitor who is reading the page or message. Web bugs are often invisible because they are typically only 1-by-1 pixels in size. In many ways they are similar to cookies but there is no facility in a browser to disable them.

Use of Java and/or ActiveX components

There may be pages on this site that use Java scripts or ActiveX elements to enhance their appearance or functionality. [Llantwit Major School](#) appreciates that because it is possible to use these add-ins to make changes to the settings on a PC some users may have disabled them in their browser, or their office/school network may not allow them. If this is true for you then you may find that there are pages that may not display properly, or the interactive elements will not work for you. We hope that this will not spoil your use of our website at <http://www.llantwitschool.org/>.

Interactive areas

The website includes areas that allow feedback to [Llantwit Major School](#) and interaction between users. [Llantwit Major School](#) does not control the information posted to these areas but it does expect contributors to comply with the rules stated here and also to any additional rules that may be introduced for a particular forum (the need to register for instance). [Llantwit Major School](#) may delete, move or edit any messages it deems unsuitable without giving a reason.

You are solely responsible for the content of your messages and agree to indemnify [Llantwit Major School](#) for any loss that we may suffer because of your action.

By submitting messages to our site you are giving [Llantwit Major School](#) the right to reproduce, adapt, make available, distribute and sub-license the message in whole or in part and in print or electronic form.

Any message you post must not:

- contain advertising for goods or services or try to make business use of the site;
- contain anything unlawful, threatening, abusive, libelous, indecent;
- mislead others about who has posted the message;
- use language that offends in any way, in particular anything that is of a racist, sexist, nationalistic, cultural or religious nature; or
- contain a virus or any other harmful software

[Llantwit Major School](#) retains the right to prevent you accessing the interactive areas of the website if you contravene these terms.