

## WEBSITE POLICY

<b>Review Body:</b>	School Improvement meeting
<b>Leadership Group Responsibility:</b>	Assistant Headteacher
<b>Type of Policy:</b>	Non Statutory
<b>Review Period:</b>	Every 3 years
<b>Reviewed:</b>	February 2017
<b>Next Review:</b>	February 2020

### **Purpose of Website Policy**

The RMET website and websites within the trust serve as a resource for individuals both inside and outside of the RMET community. The sites function as a means of communication from schools to parents and students. Users are able to access up-to-date news and calendars. The Trust's vision, curriculum and admissions materials are also available on the websites, as are employment listings.

This policy seeks to address these uses and to be flexible enough to meet future needs as they occur.

A Trust Website Administrator has been appointed to serve as the monitor of the sites. The Administrator is charged with regularly reviewing the Trust's web pages to ensure that the information presented is accurate, consistent, and up-to-date, and that design elements are uniform.

The Administrator also maintains direct contact with each School to ensure their needs are being recognized and addressed. The Administrator does the creation, publication, maintenance, and updating of web pages with information provided by staff on the Trust website. Individual school websites are updated within each school or occasionally by the Administrator. Any comments, concerns, questions, suggestions, and requests concerning the sites are generally emailed to the Administrator.

### **Maintenance of Website Content**

In order that the sites serve as a reliable resource for prospective students and employees, as well as for parents and current students, it must contain timely information. Each school and departments within those schools must review its section of the website and work with the Administrator to ensure that it is current and relevant.

Persons wishing to post announcements on the home page of the RMET website or other areas of the individual school websites should submit their request through to the relevant school administrator or the Trust Administrator. Postings are at the discretion of the relevant Administrator. Vacancies and some other information are also published by other members of staff.

All photographs including students are posted without any corresponding names. Where names are included, permission is sought.

### **Required Style Specifications**

All pages on all RMET websites must comply with the following requirements:

Links to pages that are defunct or "under construction" should not be created or should be removed.

Files for download must be under 20 MB in size and 10 minutes in viewing length (where applicable).

A standard font is used throughout and this should be adhered to.

### **Privacy Regulations**

Personal contact information for students, parents, and employees, including home and e-mail addresses, telephone numbers, and other information that could be used by unauthorised individuals, will not be published on the RMET websites.

### **Student Photographs**

There may be many occasions during a child's school life when he or she will be photographed. Our normal policy is to allow photographs of students to be posted on the RMET websites or other appropriate places provided that students' names and photographs do not appear together. If parents do not wish for this policy to apply to their child, they should contact the relevant school office by letter.

### **Advertising**

The advertising or direct sale of non-School related goods and services is prohibited on all sections of RMET websites.

It is the practice of RMET websites not link to websites that are of a commercial or political nature. Exceptions to this practice do happen. Links to sites that are deemed to have educational value or which, in some way, further the mission of the Trust are permitted. Links to non-school related social networks or faculty personal websites are not permitted.

### **Partnerships — Posting of Company Names, Logos, and URL's**

Only RMET related logos are allowed on the RMET and individual school home pages. Where deemed appropriate, the school websites may include links to resources housed on external websites. Some examples of these are a Room Booking system, Library System, Email, Moodle, Internal Support Sites, Mintclass and SIMS Agora.

In general, no external logos should be posted on the RMET websites unless permission from the originator is obtained.

### **Copyright**

Posting or providing access to material that violates the copyrights of others is prohibited. No copyrighted materials, including educational materials subject to copyright, may be posted anywhere on RMET websites, or without the written authorization of the copyright owner. Knowingly providing links to websites that contain pirated materials is also prohibited.

Anyone wishing to assert his or her copyright to original materials that he or she has placed on any RMET websites may include the following on the first page of the materials: "Copyright © YEAR [name]."

### **Acceptable Use**

RMET has adopted and enforces the standards set forth in this Website Policy for materials posted on any RMET related website. The Trust reserves the right to remove or disable access to material that violates its acceptable use policies. However, the Trust does not assume any responsibility or liability for content provided by others, including content provided by departments, staff, and students on their own personal web pages, nor does RMET assume any liability or responsibility for failure to enforce its acceptable use standards as set forth herein.

### **Contact**

Please direct questions about this Website Policy to the office@rmgs.org.uk where it will be redirected to the right person.