



WATSONIA HEIGHTS PRIMARY SCHOOL

E-Learning

Guidelines for Web Publication

Watsonia Heights Primary School is committed to protecting the safety and welfare of its students, staff and community. In our desire to do this, we have created Guidelines for Web Publication to ensure that, when publishing information on the web that relates to Watsonia Heights Primary School, we maintain the values and privacy of our community.

Students

At Watsonia Heights Primary School the safety of our students is paramount. Therefore the following guidelines have been set out to limit any information that may pose a risk to our students work being published on the Web.

- No personal information about any student will be published. This includes:
 - Surname
 - Age
 - Sex
 - Address
 - Contact details
- Personal details shall be limited to first name only in the event of the following being published:
 - Student work
 - School news involving students
- No pictures of students will be placed anywhere on the site without the specific permission of the parents / guardians.
- Future events involving students shall not be published in any way, shape or form without password protection. Retrospective dates and locations may be published without password protection.
- Parents will be consulted and their permission sought regarding information published about their child before it is presented on the web.

Staff

Our staff members are a valuable part of our school community and as such, all efforts will be made to protect their privacy and prevent personal information from being published on the web. Any information regarding a staff member will be published only at the express consent of the individual.

Community

Due to our wish to include the community in a greater capacity in the school, information will be published on an 'as needs' basis and in close consultation with the affected member(s). We would like the opportunity to post information about community resources that are associated with Watsonia Heights Primary School, however all content will be processed only with the consent of the community member(s) affected and will be in line with any other school policies.