

## **Canberra Primary & Nursery School Website Privacy & User Policy**

### **OUR PUPILS & THE SCHOOL WEBSITE**

Our policy here at Canberra Primary is to contact parents/guardians to seek permission for a child's photo and or name to be included on our website. Occasions when this may occur could be a class activity, a school trip, a competition winner and other similar reasons. We will not be including a photo of every child as standard this will only be done on an ad-hoc basis for reasons as mentioned.

Every parent/guardian who does not wish to allow their child's photo to appear on the website should have returned the form issued at the start of the school year opting out. Each year new Primary 1 children and any new children throughout the year who join our school will receive a form to opt out. We have an exclusion list in the school office for all children who do not have permission to be included on the website. As a rule it is our policy that children who are featured on the website will not have their photo and full name appear together.

### **COOKIES**

Our website DOES NOT use cookies. We count visitor numbers and not visitor identity.

### **EMAILING THE SCHOOL**

Should you e-mail the school for any reason we will not store your e-mail address unless you give us permission to do so.

### **THIRD PARTY WEBSITES**

We have included links to many different websites throughout our website from fun web links in Canberra Explorers to Educational Support links in the Parent's area, Canberra Primary are not responsible for any of these sites and the caution should always be taken when visiting a new website.

Many documents on our website open in a PDF format and you will require Adobe Reader to view these documents. We have provided a link on our Homepage to download Adobe Reader. Again, this is just to make it easy for parents/carers, we do not endorse Adobe products, caution should always be taken when downloading anything to your own computer.

If you have any questions or concerns please do not hesitate to contact the Head Teacher.

### **ACCESSIBILITY**

If you have accessibility issues with web browsing please visit [BBC Web My Way](#) for some help and advice - [BBC Web My Way](#) .