

St. Anthony School Website Policy

Effective March 8, 2010, the following policies shall apply to the administration of the website of Saint Anthony of Padua Catholic School ("St. Anthony"). These policies have been approved by the St. Anthony School Committee and the administrator of St. Anthony School and cannot be modified without the approval of these parties.

Website Purpose

The purpose of the website is to promote the school; to celebrate the achievements of the school community; to inspire the school community; and to provide information.

Approval of Website Information

The Website Committee will only include information and photographs on the website with the approval of the school administrator. The school administrator shall follow the guidance included in this Website Policy when approving information for inclusion on the St. Anthony website.

Names and Personal Information

The name of a student or parent may appear on the website so long as the individual's photograph does not accompany the individual's name. Unless a staff member objects, the name of the staff member may appear on the website accompanied by a photograph. Phone numbers or addresses of students, parents, or school staff members may appear on the website with the consent (implied or otherwise) of the student's legal guardian or the school staff member as applicable. Requests to have any personal information removed from the website should be forwarded to the school administrator. The school administrator will direct a member of the Website Committee to remove the information as soon as reasonably possible.

Photographs

St. Anthony regards the safety of students and others associated with the school with the highest concern. The following guidelines will govern the use of photographs on the website:

- Photographs of individual children will not be used.
- Photographs of children will not be used if the child's legal guardian has so requested.
- In no event shall a student's photograph be accompanied by the student's name.
- Only photographs of children and other persons in suitable clothing will be used.
- Requests to remove a photograph from the website should be forwarded to the school administrator. The school administrator will direct a member of the Website Committee to remove the photograph as soon as reasonably possible.

Accuracy of Information

The school administrator and the Website Committee will make all reasonable efforts to ensure that all information included on the website is accurate and up-to-date.

Privacy of Website Users

No form of tracking of visitors to the website will be used and personal information about site

users will not be collected or stored. Counters will be used only for tracking the number of visitors to the website in a general, non-user-specific way.

Commercial Advertisement and External Links

St. Anthony will not permit commercial advertisements of any nature to appear on its website. Links to other websites and references to commercial or nonprofit entities are provided solely for information and are not intended as an endorsement by St. Anthony.

Copyright on Original Images

Copyright on all original images used within the website is held by St. Anthony. Images must not be used without the specific written permission of the school administrator.