



School Website: <http://torphichenprimary.westlothian.org.uk/>

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Comments are moderated to ensure all information is appropriate and no personal details are shown.
- The publication of pupil work will be co-ordinated by staff.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs focusing on group activities. Content focusing on individual students will not be published on the school website without the parental permission.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will never publish the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names

If you agree to the above please tear off, sign and return the form below

\_\_\_\_\_ ( Parent/ Guardian's name in BLOCK CAPS),  
Parent/Guardian\* of

\_\_\_\_\_ (child's name in BLOCK CAPS)      Class \_\_\_\_\_

I hereby give permission for my child's photograph to be used on the school website. I also give permission for any work produced by my child to be published on the website. I understand that at no time will my child's personal information, home address, e-mail address or phone number appear on the school website.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

\*delete as appropriate