



# St John's C of E Primary Academy Filtering Policy

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## **Key Personnel**

**Principal: Sarah Cockshott**

**Chair of Governors: Fr Roger Gilbert**

**Introduction**

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so. It is therefore important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school.

**Responsibilities**

The responsibility for the management of the school's filtering policy will be held by ( Network Manager / ICT Technician / Head of ICT etc). They will manage the school filtering, in line with this policy and will keep records / logs of changes and of breaches of the filtering systems.

To ensure that there is a system of checks and balances and to protect those responsible, changes to the school filtering service must:

- be logged in change control logs
- be reported to a second responsible person (Principal / DHT / Computing Lead)
- be reported to and authorised by a second responsible person prior to changes being made
- be reported to the E-Safety Governor every 12 weeks / months in the form of an audit of the change control logs

All users have a responsibility to report immediately to (Principal / DHT / ICT Co-ordinator) any infringements of the school's filtering policy of which they become aware or any sites that are accessed, which they believe should have been filtered.

Users must not attempt to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.

**Education / Training / Awareness**

Pupils / students will be made aware of the importance of filtering systems through the e-safety curriculum. They will also be warned of the consequences of attempting to subvert the filtering system.

Staff users will be made aware of the filtering systems through:

- signing the AUP
- induction training
- staff meetings, briefings, Inset.

Parents will be informed of the school's filtering policy through the home school agreement and through e-safety awareness sessions / parent e-safety leaflet.

**Changes to the Filtering System**

Users who gain access to, or have knowledge of others being able to access, sites which they feel should be filtered (or unfiltered) should report this in the first instance to (Principal / DHT / ICT Co-ordinator) who will decide whether to make school level changes. If it is felt that the site should be filtered (or unfiltered), the responsible person (ICT Network manager) should do so only under the authority of a senior Leader.

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### **Monitoring**

No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the school network and on school equipment as indicated in the School E-Safety Policy and the Acceptable Use agreement. Monitoring will take place as follows:

- 12 weekly screen of laptops on a rolling programme
- Weekly screen of school network – report produced

### **Audit / Reporting**

Logs of filtering change controls and of filtering incidents will be made available to

- The second responsible person (Network Manager / DHT)
- Governors
- St. Chad's Academies Trust
- Local Authority on request

The filtering policy will be reviewed in the response to the evidence provided by the audit logs of the suitability of the current provision.

Date on which policy was approved: March 2017

Policy review date: March 2018