

School Filtering Policy

February 2016



Date Reviewed	February 2016
Signed	
To be Reviewed	February 2018

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 the Network Manager. 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 (schools should choose their relevant response(s):

- be logged in change control logs
- be reported to a second responsible person (the Bursar)
- be reported to and authorised by a second responsible person prior to changes being made

All users have a responsibility to report immediately to the Network Manager & a member of the Senior Leadership team 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 will be made aware of the importance of filtering systems through the e-safety education programme. 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 Acceptable Use agreement & through e-safety awareness sessions & the newsletter.

Changes to the Filtering System

If a change to the filtering system is required, whether to filter or allow a website, should be made in writing to the Network Manager or the Bursar. The Network Manager will assess the subject of the request before taking the appropriate action. Should there be any query regarding the suitability or consequences of the request, the Bursar will be consulted. The Bursar will also be notified of any changes to the system not requiring their consultation. Any change requested should have strong educational reasoning.

Requests will be considered on an individual basis, unless the requested change violates any of the school's other e-safety policies. Restrictions may be imposed on allowed requests, including but not limited to, allowing sites only for a short period, restricting the times of the day when the site is allowed or only allowing the site for a portion of the total users.

Requests for sites to be unfiltered will be logged within the school's IT helpdesk software.

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 the Network Manager who will decide whether to make school level changes (as above).

Audit/Reporting

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

- the second responsible person (the Bursar)
- E-Safety Committee
- E-Safety Governor/Governors committee

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