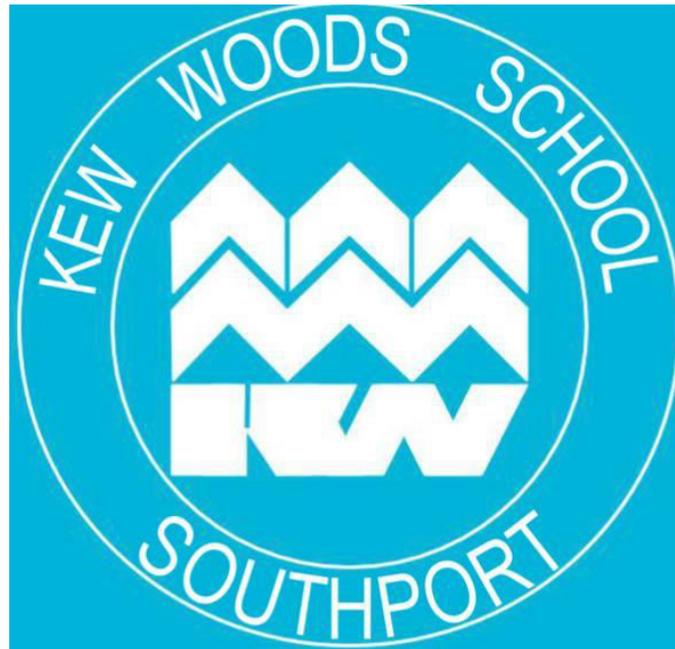# KEW WOODS PRIMARY SCHOOL

INTERNET FILTERING POLICY

Filtering Policy

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.

As a part of Sefton Council Local Authority, school automatically receive the benefits of a managed filtering service, with some flexibility for changes at local level, via www.smoothwall.net.

Responsibilities

The responsibility for the management of the school's filtering policy will be held by the school's Computer Technician. 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 with Computing subject leader or technician via electronic request form found on the 'staff room' section of school website

All users have a responsibility to report immediately to the school's Computing subject leader, who will pass to technician, 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

- Staff meetings, briefings, Inset.

Parents will be informed of the school's filtering policy through the Acceptable Use agreement and through e-safety awareness sessions /

newsletter/ website etc.

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 the school's Computing subject leader, who will in turn raise it with the Senior Leadership Team and, if necessary, LA tech support.

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.

Any breaches of this policy could result in disciplinary action.