Moorside Primary School		
Document Name	Digital And Technology Standards: Filtering and Monitoring	
Date	September 2023 Next Review: September 2024	
Version	1	
Audience	Staff, Governors, Parents	
Approved by	Governing Body, 14th September 2023	

Background and Purpose

Moorside Primary School places paramount importance on the safeguarding of children. Filtering and Monitoring of internet use forms an important part of this. This policy should be read in conjunction with the wider set of safeguarding policies and its purpose is to describe roles and process relating to the use of the internet in more detail.

Strategic Leadership

In line with their strategic leadership of safeguarding, the governors are responsible for appointing a governor to be responsible for ensuring that the standards are met and for ensuring that the Headteacher has selected someone from the senior leadership to act as the responsible person.
The governors are also responsible for ensuring that role and responsibilities of external service providers are clear.

The school's responsible person is currently the Headteacher who is also part of the DSL Team.

The school's named governor is Fiona Abrahams who is also the Safeguarding Governor.

The member of the senior leadership team is responsible for:
-procuring filtering and monitoring systems
-documenting decisions on what is blocked or allowed and why
-reviewing the effectiveness of the school's provision
-overseeing reports

They are also responsible for making sure that all staff:
-understand their role
-are properly trained
-follow policies and procedures
-act on reports or concerns

IT Service Providers
The school currently uses Fortinet as its filtering and monitoring system. The work carried out by the filtering system is analysed by 'Network Connect'. Network Connect supplies a weekly support showing requests and blocked sites. This report is analysed each week and a log of the check made.
Technical on-site support is provided through Bowler IT who maintain the school computer equipment and network. They work with the SLT to ensure that filtering is in place and to complete actions as a result of concerns or changes to the level of filtering required.

Reviewing Filtering
Our review is carried out (at least annually) in the summer term in advance of the new school year or in the line of changes in practice or legislation. The review will be carried out as part of a wider review of online safety. The main tool for the review or audit will 360 degree safe provided by South West Grid for Learning.

Along with this audit, there will be a consideration of:
-the risk profile of our pupils
-what our filtering system blocks and why
-contextual safeguarding
-our PSHE curriculum
-the digital resilience and literacy our pupils
-the specific use of technology
-related policies
-roles and responsibilities
-how often and what is checked and how reports are produced and shared

Checking Filtering
Checks will include a range of:
-school owned devices and services
-geographical areas across the school site
-user groups
If a blocked search meets a higher threshold, the school receives phone call notification within 15 minutes.

Monitoring
Monitoring is a key part of effective supervision. Staff should monitor computer use in real time and observe what children are accessing during lessons. Any concerns should be reported to the Headteacher / DSL. Children are informed about what is acceptable and safe through a pupil/parent agreement. These are renewed each year at the first parent's evening.

Reporting Concerns
Staff should report concern to the Headteacher and Online Safety Champion, Sasha Garvey. They will then take action to resolve the problem often with the support of the IT Technician who can then make changes to the level of filtering or the software being used. **Staff should report if:**
-they witness or suspect unsuitable material has been accessed
-they can access unsuitable material
-they are teaching topics which could create unusual activity on filtering logs
-there is a failure in the software or abuse of the system
-there are perceived unreasonable restrictions that affect teaching and learning or administrative tasks
-they notice abbreviations or spellings that allow access to restricted material

As no filtering system is 100% effective, children should be taught what to do if they experience content that upsets them or they believe should not be appearing on their computer.

Reviewing this Policy
This policy will be reviewed annually, in line with the wider audit of online safety.