

## FILTERING AND MONITORING POLICY (INCLUDING IT CRITICAL INCIDENT RESPONSE) AUTUMN 1 2023



*Our school is a Christian community in which pupils, staff, parents, governors and parishioners are working together, within a safe and stimulating learning environment, to achieve education of the highest possible quality, in order to prepare pupils to meet the challenge of their futures.*

*We celebrate the value of each child and set high expectations for them in our endeavour to sustain and develop their gifts and talents.*

Date Adopted	Autumn 1 2023
Signed (Governors)	Robin Lord
Signed (Headteacher)	E A Travis
Date for review	Summer 1 2024

# **FILTERING AND MONITORING POLICY (INCLUDING IT CRITICAL INCIDENT RESPONSE) AUTUMN 1 2023**

## **1. Purpose and Scope**

This policy outlines the guidelines and procedures for filtering and monitoring internet usage within Holy Trinity. This policy applies to all students, staff, volunteers, visitors, and any other individuals accessing the internet through Holy Trinity's network.

## **2. Filtering Guidelines**

### *2.1 Website Content Filtering:*

- a) Holy Trinity will implement content filtering solutions to restrict access to websites containing illegal, inappropriate, or harmful content.
- b) Content filtering will be based on predefined categories such as adult content, violence, hate speech, drugs, gambling, etc. Regular maintenance and updates of these categories will be performed to ensure effectiveness.
- c) Attempts to bypass content filtering measures are strictly prohibited and may result in disciplinary actions.

### *2.2 Software and Application Filtering:*

- a) Holy Trinity will implement software and application filtering to prevent the installation or use of unauthorized or potentially harmful software or applications.
- b) Filtering will be based on a list of authorized software and applications that align with Holy Trinity's educational objectives and security policies.
- c) Attempts to install or use unauthorized software or applications are strictly prohibited and may result in disciplinary actions.

### *2.3 Social Media and Communication Filtering:*

- a) Holy Trinity will implement filtering measures for social media platforms and communication channels to ensure appropriate use.
- b) Access to social media websites and communication channels may be restricted during school hours to minimize distractions and maintain a focused learning environment.
- c) Any communication that violates Holy Trinity's acceptable use policy, promotes discrimination, harassment, or involves illegal activities will be strictly prohibited.

## **3. Monitoring Guidelines**

### *3.1 Network Traffic Monitoring:*

- a) Holy Trinity reserves the right to monitor network traffic, including internet usage, to ensure compliance with this policy.
- b) Network traffic monitoring will be performed using appropriate tools and technologies. The collected data will be used confidentially and for authorized purposes only.
- c) Any suspicious or unauthorized network activity may be subject to investigation, and appropriate actions will be taken if policy violations are detected.

### **3.2 User Activity Monitoring:**

- a) Holy Trinity may monitor user activity on school-owned devices or devices connected to Holy Trinity's network.
- b) User activity monitoring may include but is not limited to tracking websites visited, application usage, and communication content.

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c) User privacy will be respected, and monitoring will be conducted in accordance with relevant data protection laws and regulations.

### **4. Reporting and Consequences**

a) Any individual who suspects a policy violation or encounters inappropriate content should report it immediately to a teacher, administrator, or designated IT personnel.

b) Violations of the filtering and monitoring policy may result in disciplinary actions, including but not limited to warnings, restricted access to network resources, or other appropriate consequences, depending on the severity and frequency of the violation.

### **5. Education and Awareness**

a) Holy Trinity will provide regular education and awareness programs to students, staff, and parents/guardians to promote responsible internet usage and online safety.

b) Users will receive guidance on understanding and adhering to this policy, as well as resources to help them navigate the digital world safely and responsibly.

### **6. Critical Incident Response**

On discovering a serious or critical incident please ensure that both the Headteacher and the IT company, Foresight.

Reporting cyber incidents can be made to [Action Fraud](#). the incident involved a data breach we would advise reporting it to the [Information Commissioner's Office \(ICO\)](#) under GDPR guidelines.

### **6. Policy Review**

a) This filtering and monitoring policy will be reviewed periodically to ensure its alignment with relevant laws, regulations, and best practices. Any necessary updates will be made to enhance its effectiveness and address emerging trends or challenges.

### **Data Protection Statement**

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

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Data Audit For This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Registration / Admissions Data	Name D.O.B. Address Telephone Medical Issues Parental Details SEN Staff information	Legally Required To For Admission To School  Well-Being of Your Child  Communication Responsibility to staff	All Staff  (Where Necessary)	Initially Completed On Paper Then Entered Onto  School's Information Management System  Paper Version is Shredded	Held On File Throughout Child's/staff members Time At School  Passed Onto New School When Moving  Computer Retains Copy of Records in 'Archive'

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
✓		