DSL: Rebecca Fletcher
Safeguarding Officer: Aylisha Holland
Online Safety Leads: Lizzie Lee/ Maria Mawdesley.

Filtering and Monitoring Guidelines for Percy Hedley School

Percy Hedley School, West Lane, Killingworth, Newcastle upon Tyne, NE12 7BH

programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.

All members of staff are aware that they cannot rely on filtering and monitoring alone to safeguard learners. Effective classroom management and regular education about safe and responsible use is essentials- We are all responsible for filtering and monitoring.

Filtering and Monitoring

We use Sonictek for our filtering and monitoring and this provides us with Webvue alerts. This software was chosen because it aligns with the firewall we currently have in place and it addresses our educational needs.

Webview blocks sites which can be categorised as: pornography, racial hatred, extremism, gaming and sites of an illegal nature. We also are aware of the filtering detecting other safeguarding issues, such as self-harm, serious violent crime or issues with county lines

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automatic filtering, as well as some specific keyword filters set up by our ICT manager.

Changes to the filtering system

If a school device needs access to additional content, the filter settings for that device or user should be modified to allow access to that content once the ICT Manager has been consulted.

- Staff member observes site that is unavailable.
- Staff member obtains filtering log request form from the IT Desk.
- Staff fill in form with full details of the site that requires unblocking and when they need the site to be unblocked.
- The form is then passed back to the network Manager.
- The Network Manager checks the site and authorises the unblocking/blocking of the site.
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- 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 class teacher who will report the matter to the ICT Manager and the DSL.

Monitoring

We will appropriately monitor internet use on all setting internet enabled devices. This is achieved by: Physical monitoring (supervision), monitoring internet and web access. Alerting e-mails are sent to the Headteacher, DSL, ICT manager and OSL, who then takes appropriate action. If a concern is identified via monitoring approaches, the ICT Manager and DSL will respond in line with the child protection policy.

All users will be informed that use of our systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation. This is done through staff training and assemblies for the pupils, alongside the Acceptable Use agreements which are signed by all staff and students where appropriate.

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