



**Information Monitoring and Filtering Policy**  
**2023-25**



## **Introduction**

This Information Monitoring and Filtering Policy outlines the guidelines and procedures for monitoring and filtering information accessed by students, staff, and visitors within Southwold Primary School. The policy aims to ensure a safe and secure learning environment while promoting responsible and appropriate use of digital resources.

## **Purpose**

The purpose of this policy is to:

- a. Safeguard students from accessing harmful or inappropriate content.
- b. Protect the school's network and computer systems from security threats.
- c. Encourage responsible and ethical use of digital resources.
- d. Comply with relevant legal and regulatory requirements.

## **Responsibilities**

- a. School Administration: The school administration is responsible for implementing and enforcing this policy, including selecting and maintaining appropriate filtering and monitoring tools, and providing necessary training to staff.
- b. Staff: Staff members must promote responsible and safe use of digital resources, monitor students' online activities during school hours, and report any concerns or incidents to the appropriate authorities.
- c. Students: Students must use digital resources responsibly and follow the school's guidelines for acceptable online behaviour. They should report any inappropriate content they come across to their teacher or a trusted adult.

## **Filtering and Monitoring Tools**

- a. The school will implement appropriate filtering and monitoring tools to restrict access to websites and content that are deemed inappropriate, harmful, or unrelated to educational purposes. For this purpose, we use Smoothwall Monitoring.
- b. The filtering system will be regularly updated and configured to block or filter categories such as violence, explicit content, gambling, hate speech, and other potentially harmful materials.
- c. The school will also implement monitoring tools to monitor students' online activities, which may include tracking websites visited, search queries, and email communications. This monitoring will be conducted in compliance with applicable privacy laws and regulations.

## **Acceptable Use and Online Behaviour**

- a. The school will provide clear guidelines to students and staff regarding acceptable use of digital resources, including rules on accessing and sharing appropriate content, cyberbullying, online privacy, and copyright infringement.
- b. Students and staff are expected to use digital resources in a responsible, respectful, and ethical manner.



c. Online communication, including email and social media use, should be conducted professionally and responsibly, with appropriate language and tone.

### **Reporting and Response Procedures**

- a. Staff members should promptly report any concerns or incidents related to inappropriate or harmful content to the designated authority within the school, such as the designated safeguarding lead.
- b. Reported incidents will be thoroughly investigated, and appropriate actions will be taken to address the situation, which may include parental involvement, disciplinary actions, or involvement of external authorities if necessary.
- c. Students, staff, and parents should be encouraged to report any potential breaches of this policy or incidents they come across.

### **Training and Education**

- a. The school will provide regular training and education sessions for staff, students, and parents to raise awareness about safe and responsible use of digital resources, including the potential risks and consequences associated with inappropriate behaviour online.
- b. Training will also cover identifying and reporting online safety concerns, understanding the importance of privacy and data protection, and promoting positive digital citizenship.

### **Review and Amendments**

- a. This policy will be reviewed periodically to ensure its effectiveness and compliance with legal and regulatory requirements.
- b. Amendments to the policy may be made as necessary, with proper communication and training provided to staff, students, and parents.
- c. Feedback and suggestions from stakeholders will be considered during the policy review process.

### **Policy Dissemination**

- a. This policy will be communicated to all staff, students, and parents, and a copy will be made available on the school's website.
- b. Any updates or changes to the policy will be promptly communicated to relevant stakeholders.
- c. Acknowledgment of receipt and understanding of this policy may be required from staff, students, and parents.

### **Compliance**

- a. Failure to comply with this policy may result in disciplinary action, which may include restricted access to digital resources, loss of privileges, or other appropriate measures.
- b. Breaches of this policy may also result in the involvement of external authorities, as required by law.



## Conclusion

This Information Monitoring and Filtering Policy aims to create a safe and secure online environment for students, staff, and visitors within UK primary schools. By promoting responsible and ethical use of digital resources and implementing appropriate filtering and monitoring measures, the policy ensures that students can access educational content while protecting them from potentially harmful or inappropriate material.