Filtering and monitoring standards – responsibilities of all school staff.

A safe online environment is essential for teaching and learning. Therefore, the filtering and monitoring standards in place are important in order to safeguard staff and students from harmful or inappropriate content.

In line with the first standard, system management, see below our key personnel within Sacred Heart

- The lead individual within the Senior Leadership Team (SLT) is Mr Cordes who you should contact with any queries relating to this topic.
- In line with the safeguarding policy, any safeguarding concern should be immediately directed to the Designated Safeguarding Lead (DSL), Mr Cordes
- If you have queries regarding the implementation of the monitoring and filtering systems, please discuss this with our IT lead, Miss Murray
- All staff in the school have the following responsibilities to ensure the standards are effectively implemented.

You must:
1. know how to report and record any concern where you have witnessed or suspect harmful content has been accessed.
2. approach your IT lead if you are unsure whether the filtering system is working successfully on your school device.
3. inform the SLT and IT lead if you can access unsuitable material.
4. notify the named leads if you are teaching topics which may create unusual activity or alerts.
5. discuss any unreasonable restrictions that affect teaching, learning or administrative tasks with your named leads.
6. promptly report failure or abuse of the system.
7. report any abbreviations or misspellings that allow access to restricted material.
8. provide effective supervision of students when using school devices.
9. maintain awareness of how devices are being used by students.
10. be aware of the online safety, acceptable use and safeguarding policies.

Filtering and monitoring flow chart

Child/staff/adult reports: Device displays inappropriate material.

Record on CPOMs and inform DSL.

Report to IT support desk.

Date:

Time:

Device:

Web address if known:

Pull the device out of service until checked by school's IT support.