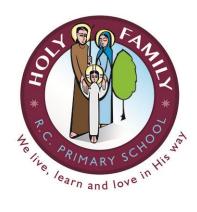# Holy Family RC Primary School

Filtering and Monitoring Policy

Filtering and Monitoring Policy for Holy Family RC Primary School

1. Purpose and Scope

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

2. Filtering Guidelines

2.1 Website Content Filtering:
>   a) Holy Family 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 Family 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 authorised software and applications that align with Holy Family's educational objectives and security policies.
>   c) Attempts to install or use unauthorised software or applications are strictly prohibited and may result in disciplinary actions.

2.3 Social Media and Communication Filtering:
>   a) Holy Family 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 minimise distractions and maintain a focused learning environment.
>   c) Any communication that violates Holy Family'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 Family 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 authorised purposes only.
c) Any suspicious or unauthorised 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 Family may monitor user activity on school-owned devices or devices connected to Holy Family's network.
b) User activity monitoring may include but is not limited to tracking websites visited, application usage, and communication content.
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 Family 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. Policy Review

a) This filtering and monitoring policy will be reviewed annually 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.

Effective date: December 2023

Approved by: Alison Tunnicliffe

Signature: A Tunnicliffe