



# Our Lady of Perpetual Succour Catholic Primary School

## E- Safety Policy



# **Our Lady of Perpetual Succour Catholic Primary School**

*"We learn to love everyone as Jesus loves us."*

## **E-Safety Policy**

### **1. Scope of the Policy**

This policy applies to all members of the school community (staff, pupils, volunteers, parents/carers, governors, visitors and community users) who have access to and are users of the school ICT systems, both in and out of school. The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other e-safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data (see appendix for template policy). In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The school will deal with such incidents within this policy (and associated behaviour and antibullying policies) and will, where known, inform parents/carers of incidents of inappropriate e-safety behaviour that take place inside and outside of school.

### **2. Context**

We live in a digital age where technology is playing an ever increasing part in our lives; it is changing the way that we do things both inside and outside of school and although we recognise the benefits of technology we must also be aware of the potential risks and ensure that all staff, pupils and parents/carers associated with the school are able to use technology in a safe and responsible manner.

Some of the potential dangers of using technology may include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to/loss of/sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video/internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

- Distribution of personal data contrary to GDPR laws.

Many of these risks reflect situations in the offline world but it is important that as a school we have a planned and coordinated approach to using technology in a safe and responsible way.

### **3. Roles and Responsibilities**

The following section outlines the online safety roles and responsibilities of individuals and groups within the school.

#### **3.1 Governors:**

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about online safety incidents and monitoring reports. A member of the Governing Body has taken on the role of E-Safety Governor, which is combined with the child protection officer. The role of the E- Safety Governor will include:

- meetings with the E- Safety Co-ordinator / Officer
- attendance at E-Safety Group meetings
- regular monitoring of online safety incident logs
- regular monitoring of filtering / change control logs
- reporting to relevant Governors / Board / Committee / meeting

#### **3.2 Headteacher and Senior Leaders:**

- The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day to day responsibility for online safety will be delegated to the E-Safety Co-ordinator.
- The Headteacher and (at least) another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.
- The Headteacher is responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.
- The Headteacher will deal with incidents alongside the E-safety Coordinator and decide on whether the investigation / action / sanctions are necessary.
- The Senior Leadership Team will receive regular monitoring reports from the E-Safety Co-ordinator.

#### **3.3 Online Safety Coordinator / Officer:**

- leads the E-Safety Group
- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides training and advice for staff
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments,
- meets annually with E-Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- attends relevant meeting / committee of Governors
- reports regularly to Senior Leadership Team
- The E-safety Coordinator will deal with incidents alongside the Headteacher and decide on whether the investigation / action / sanctions are necessary.

### **3.4 Network ICT Service Provider.**

The school's intranet and connection to the internet is provided by 24/7 technology solutions. They provide internet access as well as a content filter, to ensure safe browsing, and antivirus/attack protection on all computers. It is the responsibility of the school, however, to ensure that 24/7 Technology carries out and updates its safety measures.

24/7 Technology will ensure:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack (See Appendix A)
- that the school meets required online safety technical
- that users may only access the networks and devices through a properly enforced password protection policy.
- the filtering of illegal, harmful appropriate content is up to date and secure. (see Appendix A)
- that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- that the use of the network and internet is regularly monitored in order that any misuse / attempted misuse can be reported to the Headteacher or E-Safety Coordinator / for investigation / action / sanction.
- that monitoring software / systems are implemented and updated as agreed in school policies

### **3.5 Teaching and Support Staff**

Are responsible for ensuring that:

- they have an up to date awareness of online safety matters and of the current school Online Safety Policy and practices
- ensure that GDPR is adhered to by following the Data Protection Policy
- they have read, understood and signed the Staff Acceptable Use Policy / Agreement

- they report any suspected misuse or problem to the Headteacher; E-Safety Coordinator for investigation / action / sanction
- all digital communications with pupils / parents / carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and follow the E-Safety Policy and acceptable use policies
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- are aware of safeguarding issues, including extremism (Prevent duty), in line with Safeguarding Policy
- in lessons where internet use is pre-planned, pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

### **3.6 Designated Safeguarding Lead**

Should be trained in Online Safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

### **3.7 E-Safety Group (Digital Leaders)**

The E-Safety Group provides a consultative group that has wide representation from the school community, and discuss issues regarding online safety and the monitoring the E-Safety Policy, including the impact of initiatives. The group will also reports to the Governing Body. Members of the E-Safety Group will assist the Online Safety Coordinator with:

- The review and monitoring of the school E-Safety Policy / documents.
- mapping and reviewing the online safety curricular provision – ensuring relevance, breadth and progression
- consulting stakeholders – including parents / carers and the pupils about the online safety provision

### **3.8 Pupils**

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Agreement

- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the Online Safety Policy covers their actions out of school, if related to their membership of the school

### **3.9 Parents/Carers**

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, school website and information about national / local online safety campaigns. Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website / Learning Platform
- following guidelines set out in the Data Protection policy regarding GDPR

## **4. Policy Statements**

### **4.1 Education – Pupils**

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. Whilst remaining age appropriate, the online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum should be provided as part of Computing / PHSE / other lessons and should be regularly revisited.
- Key online safety messages should be reinforced as part of a planned programme of lessons.

- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making, this in accordance with Prevent Duty.
- Pupils will be taught about the dangers of sharing inappropriate media, sexting and bullying.
- Pupils will be taught of the dangers of meeting people online, including grooming.
- Pupils will be taught how to report indecent or inappropriate material or communications, including the dangers of sexting, bullying, grooming harassment and exploitation.
- Staff should act as good role models in their use of digital technologies the internet and mobile devices.

## **4.2 Education – Parents / Carers**

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Letters, newsletters, web site, Learning Platform
- Curriculum activities
- Reference to the relevant web sites / publications e.g. [swgfl.org.uk](http://swgfl.org.uk)  
[www.saferinternet.org.uk/](http://www.saferinternet.org.uk/) <http://www.childnet.com/parents-and-carers>

## **4.3 Education & Training – Staff / Volunteers**

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal online safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the online safety training needs of all staff will be carried out regularly.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school E-Safety Policy and Acceptable Use Agreements.

- The E-Safety Coordinator will provide advice / guidance / training to individuals as required.

#### **4.4 Technical – infrastructure / equipment, filtering and monitoring**

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. To ensure this, the school employ 24/7 technology to ensure the equipment and facilities are up to date and working. They ensure:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements
- Internet filtering should ensure that children are safe from terrorist and extremist material when accessing the internet.
- Internet access is filtered for all users (See Appendix A)

The school will ensure:

- There will be regular reviews and audits of the safety and security of school technical systems
- All users will be provided with a username and secure password by the class teacher, who will keep an up to date record of users and their usernames stored on the VLE. Users are responsible for the security of their username and password.
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.
- All other GDPR procedures are followed (see Data Protection Policy).

#### **4.5 Mobile Technologies**

Mobile technology devices may be school owned/provided or personally owned and might include: smartphone, tablet, notebook / laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet, which may include the school's learning platform and other cloud-based services such as email and data storage.

All users should understand that the primary purpose of the use mobile / personal devices in a school context is educational. The mobile technologies policy should be consistent with and inter-related to other relevant school policies including but not limited to the Safeguarding Policy, Behaviour Policy, Bullying Policy, Acceptable Use Policy, Data Protection Policy, and policies around theft or malicious damage. Teaching about the safe and appropriate use of mobile technologies should be an integral part of the school's Online Safety education programme

- The school Acceptable Use Agreements for staff, pupils and parents/carers will give consideration to the use of mobile technologies



- The school allows:

	School Devices			Personal Devices		
	School owned for single user	School owned for multiple users	Authorised device <sup>1</sup>	Student owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	Yes	No <sup>1</sup>	Yes <sup>Error! Bookmark not defined.</sup>	Yes <sup>2</sup>
Full network access	Yes	Yes	Yes	No	No	No
Internet only					Yes	
No network access						

<sup>1</sup> In some exceptional circumstances, parents may bring a child's mobile device into school, switched off, and hand it to the office where it will be kept securely until the end of the school day. However, these are only in exceptional circumstances and some explanation should be given as to why the child needs the mobile device after school, whereby acceptance will be at the discretion of the Headteacher.

<sup>2</sup> Staff devices are allowed in school but may only be used, or visible within the designated area of the offices and staff room.

<sup>3</sup> Visitor's mobile devices will not be able to connect to the internet and should only be used or visible in the allocated area, or, when they are required for work related tasks. This is with the exception of parents attending school events and wishing to take pictures as outlined below.

#### 4.6 The use of digital images and video

The development of digital imaging technologies has created significant benefits to learning, allowing school staff and pupils instant use of images they have recorded themselves or downloaded from the internet. School staff and pupils are made aware of the potential risks associated with storing, sharing and posting images on the internet and must follow the good practice detailed below.

- When using digital images, staff will inform and educate pupils about the risks associated with:
  - the taking, use, sharing, publication and distribution of images. In particular they will recognise
  - the risks attached to publishing their own images on the internet e.g. on social networking sites.

- Staff are permitted to take digital images and video to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images.
- Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.
- Care will be taken when capturing digital images and video that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission.
- Images and videos published on the school website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images. This is outlined in the Parent/Carer Acceptable Use Agreement.

## **4.7 Data Security and Protection**

Data Protection in line with Data Protection Act 1998, and GDPR 2018 is covered by the Data Protection Policy.

## **4.8 Digital Communication**

When using communication technologies, the school ensures the following good practice:

- The official school email service is regarded as safe and secure and is monitored. Staff should therefore use only the school email service to communicate with others when in school, on school business or on school systems.
- Users need to be aware that email communications may be monitored
- Users must immediately report the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff, pupils or parents/carers (email, chat, VLE etc.) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses,

text messaging or public chat/social networking programmes must not be used for these communications.

- Pupils will be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material. Cyber buddies will be used to monitor misuse and report to e safety officers
- Personal information will not be posted on the school website and only official email addresses should be used to identify members of staff.

#### **4.9 Prevent Duty**

All staff have been trained, or will be trained as part of induction, in the Prevent scheme to combat extremism. This training covers online aspects of radicalisation.

### **5. Social Media - Protecting Professional Identity**

All schools, academies and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the school or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through:

- Ensuring that personal information is not published
- Training is provided including: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff should ensure that:

- No reference should be made in social media to pupils, parents / carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information

When official school social media accounts are established, the school will ensure that:

- Accounts are approved by the Headteacher or E-Safety Officer
- Monitoring will be done regularly by the Headteacher and the E-Safety Officer
- Reports of Misuse and abuse will be dealt with by the Headteacher

Personal Use:

- Personal communications are those made via a personal social media accounts. In all cases, where a personal account is used which associates itself with the school or impacts on the school, it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the scope of this policy
- Personal communications which do not refer to or impact upon the school are outside the scope of this policy
- Where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken

Monitoring of Public Social Media

- As part of active social media engagement, it is considered good practice to pro-actively monitor the Internet for public postings about the school. The school use Boost+ Reputation Monitor in order to do this.
- The school will not respond to comments on social media as it is used as a one-way communication tool for events etc.

6. Unsuitable/inappropriate activities

School ICT systems are only to be used for agreed, appropriate and suitable work related activities. Internet activity which is considered unsuitable or inappropriate will not be allowed and if discovered will lead to disciplinary action. Internet activity that is illegal will be reported and could lead to criminal prosecution.

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place accidentally, through careless or irresponsible or, very rarely, through deliberate misuse.

User Actions

	Acceptable
	Acceptable at certain times
	Acceptable for nominated users
	Unacceptable
	Unacceptable and illegal

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	Pornography				X	
	Promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	Promotion of extremism or terrorism (Prevent Duty)				X	
	Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business					X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school					X	
Infringing copyright					X	
Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)					X	
Creating or propagating computer viruses or other harmful files					X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)					X	
On-line gaming (educational)		X				
On-line gaming (non-educational)					X	
On-line gambling					X	
On-line shopping / commerce					X	
File sharing			X			

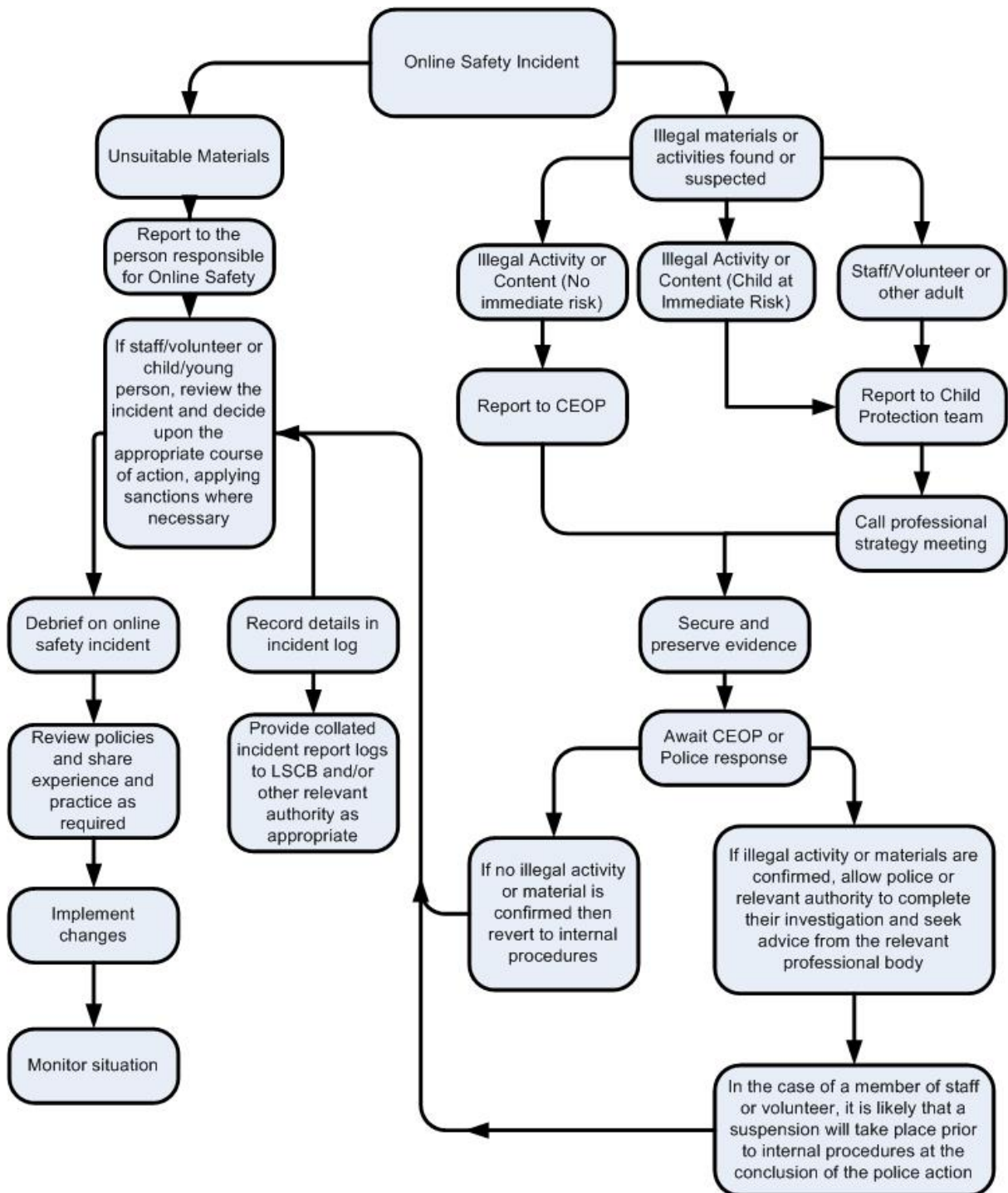
Use of social media				X	
Use of messaging apps				X	
Use of video broadcasting e.g. YouTube		X			

## 7. Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see “User Actions” above).

### 7.1 Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



## 7.2 Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated, the group will need to judge whether this concern has substance or not. If it does, then appropriate action will be required and could include the following:
  - Internal response or discipline procedures
  - Involvement by Local Authority or national / local organisation (as relevant).
  - Police involvement and/or action
- If content being reviewed includes images of Child abuse, then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
  - incidents of 'grooming' behaviour
  - the sending of obscene materials to a child
  - adult material which potentially breaches the Obscene Publications Act
  - criminally racist material
  - promotion of terrorism or extremism
  - other criminal conduct, activity or materials
- Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken, as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for safeguarding purposes. The completed form should be retained by the group for evidence and reference purposes.

## 8. Development/Monitoring/Review of this Policy

This e-Safety policy has been developed by a working group made up of:



- School E-Safety Officer
- Headteacher / Senior Leaders
- Teachers
- Support Staff
- ICT Technical staff
- Governors
- Parents and Carers
- Community users

Consultation with the whole school community has taken place through the following

- Staff meetings
- School / Student / Pupil Council
- Governors meeting / sub-committee meeting
- School website / newsletters

The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place.

**Signed:**

**Date:**

**Chair of Governors**

## Appendix A



# WEBFILTERING PROVISION

### **What is the web filtering service?**

The web filtering service provided to the school provides a filter for staff and learners, which prevents them from accessing potentially harmful and explicit content online. The service, which is not noted by the end user, intercepts all internet traffic from the schools network provided as part of the Broadband Provision.

All filtering can be configured using various policies; these policies can be set globally across all computers or at individual level depending on the requirements of staff, time of day, time of week, or website specific e.g. Facebook.

Schools can require greater control if required in line with individual school policies. In the event of a site being discovered that is deemed inappropriate by the school, this should be logged immediately via your point of contact at 24/7 Technology or consultant so that we can take the appropriate action.

### **How does web filtering work?**

Web filtering blocks access to potentially harmful material found online from staff and learners by categorizing online content e.g. gaming, gambling, pornography, social media etc.

### **Statement from our provider**

"Our categorization is based on an automated engine called ICAP which uses language dictionaries in any language as well as sites being scanned in a number of ways:

- URLs which are requested by the user but have not been rated will be automatically scanned for any illicit language as well as colour tone in images before being displayed to the end user
- Users can request we scan specific sites either in bulk or on a site by site basis
- In general the ratings are done by the automated rating system. The system does not rate malicious content such as viruses and exploits as in some cases the sites have legitimate content. The ICAP server also obtains third party feeds from governments and other organisations of sites containing extremist or sexual violence.
- Any requests to change the rating of a site will be dealt personally by a member of staff and the site will be fully vetted before re-rating to ensure the highest level of security.

- All data is displayed in a hierarchical system that displays, IP, domain and website details of what was visited, it may only block a certain portion of the website due to illicit language and the rest of the website be free to browse

### **Does the service provide appropriate filtering and monitoring?**

Schools in England (and Wales) are required “to ensure children are safe from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering”<sup>1</sup>. Furthermore, the Department for Education published the revised statutory guidance ‘Keeping Children Safe in Education’<sup>2</sup> in May 2016 (and active from 5th September 2016) for schools and colleges in England. Amongst the revisions, schools are obligated to “ensure appropriate filters and appropriate monitoring systems are in place. Children should not be able to access harmful or inappropriate material from the school or colleges IT system” however, schools will need to “be careful that “over blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.”

### **Illegal Online Content**

Filtering providers should ensure that access to illegal content is blocked, specifically that the filtering providers:

Aspect	Rating	Explanation
Are IWF Members		Diladele B.V are IWF members
And block access to illegal child abuse images (by actively implementing the IWF CAIC list)		The IWF CAIC list is part of Diladele B.V Web Filtering Service. Category – Child Abuse: websites that have been verified by the Internet Watch Foundation to contain or distribute images of non-adult children that are depicted in a state of abuse.
Integrate the ‘the police assessed list of unlawful terrorist content, produced on behalf of the Home Office’		The list is part of the Diladele B.V web filtering system.

### **Inappropriate Online Content**

Recognizing that no filter can guarantee to be 100% effective, providers should both confirm, and describe how, their system manages the following content

Content	Rating	Explanation
Discrimination		<b>Category - Discrimination</b> Sites that promote the identification of racial

		groups, the denigration or subjection of groups, or the superiority of any group. <b><i>Sites in this category are blocked by default for schools</i></b>
Drugs/Substance Abuse		<b>Category - Drug Abuse</b> Websites that feature information on illegal drug activities including: drug promotion, reparation, cultivation, trafficking, distribution, solicitation, etc. <b><i>Sites in this category are blocked by default for schools</i></b>
Extremism		<b>Category - Extremist Groups</b> Sites that feature radical militia groups or movements with aggressive anti-government convictions or beliefs <b><i>Sites in this category are blocked by default for schools</i></b>
Malware/Hacking		<b>Category - Malicious Websites</b> Sites that host software that is covertly downloaded to a user's machine to collect information and monitor user activity, and sites that are infected with destructive or malicious software, specifically designed to damage, disrupt, attack or manipulate computer systems without the user's consent, such as virus or trojan horse. <b>Category - Hacking</b> Websites that depict illicit activities surrounding the unauthorized modification or access to programs, computers, equipment and websites. <b><i>Sites in these categories are blocked by default for</i></b>

		<b><i>schools</i></b>
Pornography		<b>Category - Pornography</b> Mature content websites (18+ years and over) which present or display sexual acts with the intent to sexually arouse and excite. <b>Category - Nudity and Risque</b> Mature content websites (18+ years and over) that depict the human body in full or partial nudity without the intent to sexually arouse <b><i>Sites in these categories are blocked by default for schools</i></b>
Piracy & Copyright		<b>Category - Peer-to-Peer File Sharing</b> Websites that allow users to share files and data storage between each other. <b><i>Sites in this category are blocked by default for schools</i></b>
Self Harm		<b>Category - Explicit Violence</b> This category includes sites that depict offensive material on brutality, death, cruelty, acts of abuse, mutilation, etc <b><i>Sites in this category are blocked by default for schools</i></b>
Violence		<b>Category - Explicit Violence</b> This category includes sites that depict offensive material on brutality, death, cruelty, acts of abuse, mutilation, etc <b><i>Sites in this category are blocked by default for schools</i></b>

This list should not be considered an exhaustive list. Please outline how the system manages this content and many other aspects.

The policies which we use for schools have been carefully tailored to enable access to the majority of appropriate websites. On the occasion where a school is unable to

access a specific website, the school is able to either unblock the website themselves if they have requested this level of access or contact our service desk to request the site be unblocked.

### Filtering System Features

How does the filtering system meet the following principles:

Principle	Rating	Explanation
Age appropriate, differentiated filtering – includes the ability to vary filtering strength appropriate to age and role		Policies can be adjusted to account for different, requirements, use groups, times of day etc.
Control - has the ability and ease of use that allows schools to control the filter themselves to permit or deny access to specific content		All schools have the option of managing their own Block and Permit policies.
Filtering Policy – the filtering provider publishes a rationale that details their approach to filtering with classification and categorisation as well as over blocking		The general categories can be found here <a href="#">Diladele B.V Categories</a>
Identification - the filtering system should have the ability to identify users		Users are identified via IP address.
Mobile and App content – isn't limited to filtering web traffic and includes the blocking of inappropriate content via mobile and app technologies		The Diladele B.V service is a proxy service managed by group policy that can be enabled on mobile app and other technologies
Multiple language support – the ability for the system to manage relevant languages		The filter has multi-lingual support
Reporting mechanism – the ability to report inappropriate content for access or blocking		We implement a standard block page, and schools can either unblock or report the issue to us via our service desk for the site to be unblocked. Where inappropriate access has occurred, again the school can block this site if they

		have requested that level of access, or contact our service desk for the site to be blocked
Reports – the system offers clear historical information on the websites visited by your users		The system offers a broad range of reports which schools can request. Historical data is stored for a set period of time and reports ran against this data.

Filtering systems are only ever a tool in helping to safeguard children when online and schools have an obligation to *“consider how children may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum”*.