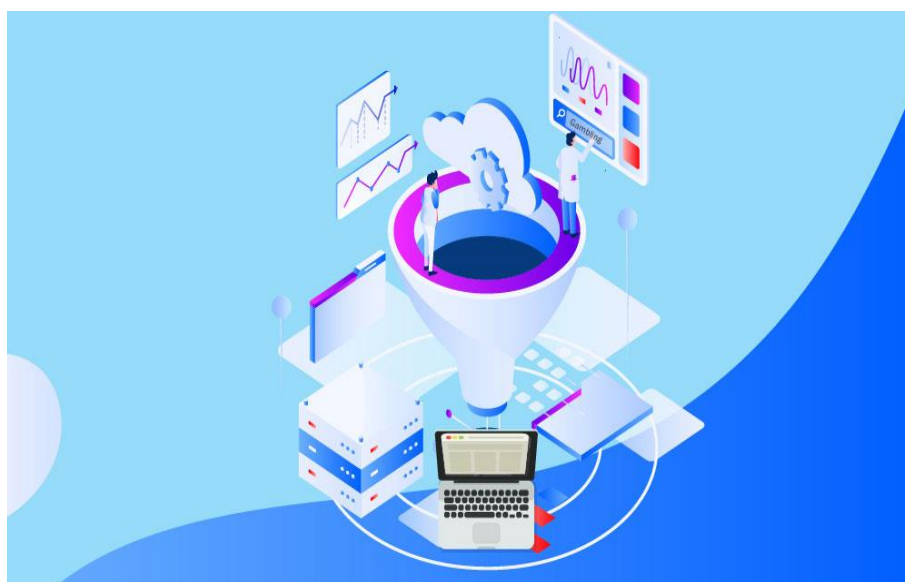




Filtering Policy



Academic Year 2021-2022

Written by:	Ms. Sally David-Ty Primary Coordinator	Reviewed:	March 2021
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Approved by:	School Officials		

Filtering Policy

Introduction:

The requirement to ensure that all members of the Pamir Private School community can use the internet and related communications and technologies appropriately and safely are addressed as part of the wider duty of all members who work in school are bound.

We are leading in embedding safe internet practices into the E-safe culture of the school, designating Online Safety Coordinator with responsibility for internet safety.

Filtering is, however, a necessary first step to ensure our school has taken all reasonable steps to protect students, staff, parents, and visitors.

Definition of Filtering:

Filtering refers to content control software or web filtering software that blocking unwanted content or materials over the internet. It can deny access to pop-ups pages, advertising, wrong content or unwanted sites, virus, file transfer, or chat rooms.

Rationale:

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational or learning context. It is important, therefore, to understand that filtering is only one element in a larger strategy for online safety and acceptable use. Pamir Private School is giving the highest importance to this policy to manage the associated risks and to provide preventative measures which are relevant to Distance Learning and Face to Face sessions.

Responsibilities:

The responsibility for the management of the school's filtering policy will be held by the IT Manager, in line with this policy, and will keep records/logs of changes and breaches of the filtering systems.

- To ensure that there is a system of checks and balances and to protect those responsible, changes to the school filtering service must:
 - be logged in change control logs
 - be reported to the IT Manager and Online Safety Coordinator
- All users have a responsibility to report immediately to the IT Manager and Online Safety Coordinator any infringements of the school's filtering policy of which they become aware of any sites that are accessed, which they believe should have been filtered.

- Users must not attempt to use any programs or software that might allow them to bypass the filtering/security systems in place.

Policy Statements:

Internet access is filtered for all users. Differentiated internet access is available for students, staff, parents, and visitors, and the customized filtering changes are managed by the IT Manager.

Filter content lists are regularly updated and internet use is logged and frequently monitored. The monitoring process alerts the school to breaches of the filtering policy, which is then acted upon. There is a clear route for reporting and managing changes to the filtering system. Where personal mobile devices are allowed internet access through the school network, filtering will be applied that is consistent with school practice such as.

- The school has provided enhanced/differentiated user-level filtering through the use of the Firewall filtering program.
- In the event of the technical staff needing to switch off the filtering for a valid reason, or students, this must be logged and carried out by a process that is agreed by the Online Safety Coordinator and IT Manager.
- Mobile devices that access the school internet connection (whether school or personal devices) will be subject to the same filtering standards as other devices on the school systems.
- Any filtering issues should be reported immediately to the Online Safety Coordinator and IT Manager for proper handling of the concern.

Education, Training and Awareness:

Students will be made aware of the importance of filtering systems through sessions and lessons suited for students levels. They will also be warned of the consequences of attempting to subvert the filtering system.

- Staff users will be made aware of the filtering systems through:
 - The Acceptable Use Agreement
 - Induction
 - Training/staff meetings, briefings
- Parents will be informed of the school's filtering policy through the Acceptable Use policy and online E-Safe awareness sessions, and school website.

Monitoring:

No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the school network and school equipment as indicated in the school E-Safety policy and the Acceptable Use Policy.

Applicability of the Policy:

This policy applies to all members of our school community, which includes students, teaching and non-teaching staff, parents and visitors to the school.

Related Policy:

Student Behavior Management E-Learning Policy
E-safe Policy for Staff
Digital Media Policy
Online Communication Policy
Child Protection and Health Policy
Acceptable Use Policy
Password Policy
Mobile/Gadget Policy

Monitoring and Review:

The Senior Leadership Team will monitor and evaluate the outcomes of this policy to ensure that our students, staff, parents, and visitors are safe in using the internet access across the school. This policy will be reviewed every 6 months, or more often if necessary, due to changes in regulations or circumstances.

CONFORME:

We understand the Filtering Policy.

We accept and we will adhere to every rule about it.

Parents Name and Signature

Student Name

Class

Date