



Monitoring and Filtering Policy

The policy should be read in conjunction with New way Tuition E-safety, Child protection and Safeguarding Policy.

Reviewed by: Mandy Ward

Date: August 2024

To be reviewed: August 2025

Monitoring and Filtering Policy for New Way Tuition

Purpose

The purpose of this Monitoring and Filtering Policy is to outline the measures New Way Tuition takes to monitor and filter internet usage to ensure a safe and secure learning environment for students and staff. This policy aims to protect users from harmful content and comply with legal requirements.

Scope

This policy applies to all members of the New Way Tuition community, including students, staff, volunteers, parents, carers, and visitors who have access to and use the company's ICT systems and internet connectivity.

Policy

1. Internet Filtering

- **Content Filtering:** New Way Tuition uses advanced filtering systems to block access to inappropriate or harmful content, including but not limited to:
 - Pornography
 - Violence and hate speech
 - Extremist and radical content
 - Gambling sites
 - Sites promoting self-harm or substance abuse
- **Age-Appropriate Filters:** Filtering settings are adjusted to be age-appropriate, ensuring younger students have stricter access controls compared to older students and staff.

2. Monitoring

- **Activity Logs:** All internet usage is logged and monitored to detect and address potential issues. This includes tracking websites visited, search queries, and online interactions.
- **Real-Time Alerts:** The monitoring system generates real-time alerts for any attempts to access blocked content or engage in suspicious activities. Alerts are reviewed by the IT department and, if necessary, escalated to the Designated Safeguarding Lead (DSL).
- **Regular Reviews:** Regular reviews of the monitoring logs are conducted to ensure compliance with the policy and identify any areas of concern.

3. Responsibilities

- **IT Department:** The IT department is responsible for implementing and maintaining the filtering and monitoring systems, reviewing alerts, and ensuring the systems are updated to address new threats.

- **Designated Safeguarding Lead (DSL):** The DSL reviews incidents flagged by the monitoring system and takes appropriate action, including contacting parents/carers if necessary.
- **Staff:** All staff members are responsible for supervising students' internet use during lessons and reporting any concerns to the IT department or DSL.
- **Students:** Students are expected to use the internet responsibly and in accordance with the Acceptable Use Policy. They should report any inappropriate content they encounter to a teacher or staff member.

4. Acceptable Use Policy

- **User Agreement:** All users must sign the Acceptable Use Policy (AUP) before being granted access to New Way Tuition's ICT systems. The AUP outlines acceptable behaviour and the consequences of violating the policy.
- **Parental Involvement:** Parents/carers are encouraged to discuss the AUP with their children to ensure they understand the rules and expectations for internet use.

5. Data Protection

- **Privacy:** Monitoring and filtering activities are conducted in compliance with data protection laws to ensure the privacy of users. Personal data collected through monitoring is stored securely and accessed only by authorized personnel.
- **Data Retention:** Logs of internet activity are retained for a period of one year before being securely deleted, unless required for an ongoing investigation.

6. Education and Training

- **Online Safety Education:** Students receive regular training on online safety, including recognising and avoiding online risks, reporting concerns, and responsible internet use.
- **Staff Training:** Staff members receive ongoing training on monitoring and filtering procedures, recognising signs of online risks, and handling incidents appropriately.

7. Incident Response

- **Reporting Incidents:** Any incidents of inappropriate internet use or attempts to bypass the filtering system must be reported immediately to the IT department or DSL.
- **Investigation:** Reported incidents are investigated promptly, and appropriate actions are taken, which may include additional monitoring, contacting parents/carers, and applying disciplinary measures.
- **Support:** Support is provided to any individuals affected by inappropriate content or online behaviour, including counselling and guidance.

Compliance

Failure to comply with this Monitoring and Filtering Policy may result in disciplinary action, including suspension of access to New Way Tuition's ICT systems and potential termination of employment or contract.

Review

This policy will be reviewed annually to ensure its effectiveness and compliance with current security standards and legal requirements.

Acknowledgment

By accessing New Way Tuition's ICT systems and internet connectivity, you agree to comply with this Monitoring and Filtering Policy and understand the importance of maintaining a safe and secure online environment.

For any questions or further information regarding this policy, please contact the IT department or the Designated Safeguarding Lead (DSL).

IT Department Contact Information:

- Email: Manish@tecmedia.co.uk

Designated Safeguarding Lead (DSL):

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This Monitoring and Filtering Policy ensures that New Way Tuition provides a safe and secure environment for all users while using the internet and digital technologies.