



## **The Weston Federation**

### **Weston Infant and Weston Junior Academy**

### **Weston Federation Internet Filtering Policy**

All internet use on all devices at Weston Federation is filtered. The firewall is controlled by the ISP (internet service provider).

#### **SSID Password**

Access to the WIFI is protected by a password. The password is held by the IT Technician and IT co coordinator. The password is not to be given out for any reason.

#### **Connecting a new device**

Devices that are not already connected to the network are to be connected by the IT Technician.

#### **Guest Access**

Guest Access is available at both sites. Access is given via a separate guest network which has its own password. Access to this is granted by the school office where necessary.

#### **Filtering levels**

At Weston Federation there are three levels of web filtering which are controlled and administrated by the IT Technician.

1. Custom filtering (used by network administrators, SLT and safeguarding staff)
2. Staff web (used by staff not listed above)
3. Pupil web (used by pupils)

Custom Filtering – For specific reasons and testing. (e.g. to manage the schools social media sites)

Pupil web – Highly restricted web use. Blocks sites and searches based on key words/phrases as well as by category.

Staff web – Works the same as pupil web but with less restrictions allowing staff to search for resources more freely.

Filtering levels are assigned to a person based on their username. If a device does not require a username such as a tablet or mobile phone or the username is not recognised by the filtering system, the device is automatically assigned the pupil web filter level.

### **Globally blocked / globally allowed**

We also have the option to add a site to a globally blocked or globally allowed list.

If a member of staff finds a site which they feel should be blocked which isn't, they must report it to the E-Safety Co-ordinator who will add it to the globally blocked list.

If a member of staff needs access to a blocked site, they must report it to the E-Safety Co-ordinator. The E-Safety Co-ordinator is to review the sites content, with the head of school, and add it to the globally allowed list if the site is appropriate.

### **Reporting**

A report is run once a month to show any attempts to access any blocked websites and also blocked search queries. The report shows who has tried to access the site and at what time. There is also the option to run full internet usage reports based on username if required.

**Date of next review September 2019**