**Internet Filtering Review**

ICT Solutions recommend you take the opportunity to review the configuration you have in place and whether it is the best setup for your School or Academy.

Please note we can only accept changes to your filtering if this form is filled out by the Head Teacher/Principal or someone in the establishment with similar authority. Please return to – [ict@norfolk.gov.uk](mailto:ict@norfolk.gov.uk)

\* Required

1. What is your School or Academy DFE Establishment Number and Name? \*

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1. Please confirm your name and your role as Head Teacher/Principal \*

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1. Would you like to change the management of your current filtering type to:
   1. School Managed?
   2. ICT Managed and would like us to implement those changes on your behalf?

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1. If you are selecting School Managed filtering, please supply the name, role and email addresses of those you want to manage the filtering below. Choose a minimum of 2 people but no more than 3,

**NB: Please note we cannot accept personal email addresses.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Staff Name | Role | Email Address |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. Do you currently have different filtering policies for your Staff and Students? This is known as Level 2 Filtering. Or would you like to request it? \*

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| I would like to request it |  |

1. Do you currently have Transparent Proxies enabled for your school? This means visitors to your school will not have to input proxy settings in their browsers once connected to the network \*

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| I would like to request it |  |

If you have selected School Managed Filtering (Question 4) please review and sign the agreement below. This can be done electronically.

**AGREEMENT TO MANAGE NETSWEEPER INTERNET FILTERING AT SCHOOL LEVEL**

With the Netsweeper filtering solution in place, schools can manage their own individual filtering block and allow lists without affecting other schools on the Updata service. This will enable schools to have greater control over the tools they choose to use within their own school. Administrators or other staff members, nominated by the school, will be able to quickly make simple changes to their filtering policy to block or allow websites as required. Alternatively, you can delegate administration to ICT Solutions to manage on your behalf.

By agreeing to manage your own filtering policy you will need to understand that the responsibility of safe usage by pupils and staff will be held by the Head Teacher and Governing Body. It is imperative that you are aware that filtering decisions made when controlling the school filtering policy are your responsibility and you could be held accountable if they have failed to safeguard members of your schools’ community by not taking all reasonable precautions.

Other considerations:

* All pupils should be taught age appropriate behaviours and safe searching techniques to support their learning
* Even with school filtering in place, it is not guaranteed to be 100% effective and prior checks are essential
* It is good practice for staff to evaluate websites before classroom use and staff should check the appropriateness of both the content and surrounding content. For example, if members of staff are using online video clips, they should ensure they are clear of any unsuitable content, including surrounding links and adverts. You should be aware that websites, search results etc. may be safe and appropriate one day but unsafe a day later
* All pupils and staff should understand how to critically evaluate online content  
  ● You may wish to consult with your Governing body before submitting your request, to advise them of the change

**DECLARATION**

I understand my responsibility as Head Teacher/Principal is to safeguard the children in our care, as well as our employees and we understand that it will be our responsibility to take all reasonable precautions to ensure that all members of our school’s community are safe online.

Please add/sign name below. \*

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