FILTERING POLICY

Overview

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context.

This policy sets out the principles to maintain and support curriculum and administration related activities whilst protecting users, networks, and computers from hostile or unwanted network traffic and illegal or other content in breach of the regulations of The Bloomington Academy, Ajman.

Scope

- This policy covers all stakeholders of The Bloomington Academy, Ajman.

- This policy applies to all communications between the school's networks and the Internet, including web browsing, instant messaging, file transfer, file sharing, digital content, social media content school website content.

Our Policies

A. School Website Filtering

The Bloomington Academy, Ajman ensures that:

1. The official contact details such as school address, e-mail and telephone number are updated.

2. Staff or student's personal information is not published.

3. The content published on the website is accurate and appropriate.

4. Written permission from parents will be obtained before publishing student's images and work on the school website. This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue.

B. Social Media Filtering

The following are not considered acceptable at The Bloomington Academy, Ajman.

1. The use of the school's name, logo, or any other published material without written prior permission from the authorities. This applies to any published material including the internet or written documentation.

2. The posting of any communication or images which links the school to any form of illegal conduct, or which may damage the reputation of the school. This includes defamatory comments.

3. The disclosure of confidential or sensitive information; or the disclosure of information or images that could compromise the security of the school.

4. The posting of any images of employees, children, governors, or anyone directly connected with the school whilst engaged in school activities.

5. The acceptance of friend requests from students under 18 years of age.

C. <u>Virtual Learning Environment (VLE)</u>

<u>Filtering</u>

The Bloomington Academy, Ajman, ensures that

1. The Virtual Learning Environment is safe and secure for students, parents, and teachers.

2. The digital learning materials shared with students are proofread by the concern teacher and monitored by HOD to make sure that it is relevant and age appropriate.

3. The E – learning coordinator monitor the user activities of online learning platform (MS Teams) by downloading activity report directly from the platform.

<u>Internal Devices Filtering</u>

1. If any Users who gain access to, or have knowledge of others being able to access, sites which they feel should be filtered (or unfiltered) should report to the IT Admin. IT Admin will discuss with Online Safety Leader (OSL) to do the necessary actions.

2. In case of any situation arises to switch off filtering, the event in charge will update to IT admin with program details and duration of unblock. IT Admin with the permission of Online Safety Leader (OSL) will block and unblock the filtering system as per the requirement and maintain a logbook for the same.

3. Differentiated filtering is implemented inside the network to access different stakeholders using firewall (FortiGate 100 E).

4. School systems will be provided to staffs and students with updated Antivirus protection.

Policy Implemented on April 2020

Reviewed as required