



Title	:	<b>Filtering Policy</b>
File Name	:	<b>WIA/ACD-FP/018</b>
Date of Issue	:	<b>05<sup>th</sup> Feb 2021</b>

### **Introduction**

Wise Indian Academy is bound to ensure students and staff are able to use the internet and related communication technologies appropriately and safely. Internet filtering policy can help to ensure safe and appropriate use. The development and implementation of such strategies should involve all the stakeholders, the Principal and senior leadership team, classroom teachers, parents, and the children. Any filtering service, no matter how thorough, can never be comprehensive and it is essential that the team have a clear understanding of policy for all users and maintaining adequate supervision.

### **Objective**

This policy is to upkeep program of study, administration related activities, and to safeguard users, networks, and computers from unwanted attacks on the network and illegal activities as well as unwanted access of content and security breach.

### **Scope**

This policy applies to all members of the school (including staff, students, volunteers, parents / guardian, visitors).

### **Policy Statement**

The school sets up its own school network with its own internet connection and Internet Service Provider (ISP), it is the school's responsibility to ensure that the filtering system provided is of an appropriate standard to ensure the safety of its students.

### **Access to network**

School has both LAN and Wi-Fi connection for access of internet. Access to the network is provided through password authentication. The devices that are connected to the school network are governed by email alerts to a specific email id, accessed by IT Team. An alert is sent to the email with IP address and all other details of the device when it is connected to the Internet.



## Hardware Details

Firewall filter (Fortigate firewall 100E) is installed which captures all Internet traffic of the school network. It provides a professional, commercial category based web filtering. It uses a category-based system to group web sites in addition to keyword, IP and specific white and blacklist control. School licenses are purchased on yearly term to ensure the individual firewall is monitored 24/7 with instant notification of any concerns. In addition, IP and URL black and white listing is supported locally which ensures any content that are non-desirable on the network, can be disabled immediately. Full access logs are maintained for all traffic and all attempts at access of inappropriate content.

## Websites are not available to schools: -

- ❖ **Adult/Mature content:** content containing sexually explicit images, video or text, the depiction of actual or realistic sexual activity.
- ❖ **Illegal drug taking and the promotion of illegal drug use:** content relating to the use or promotion of illegal drugs or misuse of prescription drugs.
- ❖ **Violence:** content containing graphically violent images, video or text.
- ❖ **Hate Material:** content, which promotes violence or attack on individuals or institutions based on religious, racial or gender grounds.
- ❖ **Criminal skill/activity:** content relating to the promotion of criminal and other activities.
- ❖ **Gambling:** content relating to the use of online gambling websites or information relating to the promotion of gambling and gambling advice.

**In addition to the above, the internet used by the students are further filtered. The following websites are filtered for students: -**



- **Child Protection:** pornography, violence, weapons, drugs, Anti-Social etc.
- **Entertainment:** sports, games, social media.
- **Security risks:** streaming, spam sites, phishing sites etc.
- **Illegal contents:** Torrent sites, Extremist group, hacking etc.

### Virtual Learning Platforms

For Online Education, the school is using licensed version of Microsoft TEAMS as well as Digital Campus, an ERP software developed by the company named ETH Limited.

The IT Team makes sure that the online platform provided for teachers and students are safe and risk free.

The digital learning materials shared with students are proof read by the concern teacher and monitored by HOD to make sure that it is relevant and age appropriate. The E-monitors of each class monitors the user activities of online learning platform. Further, the IT Administrator has access to the detailed activity log of each user, who access Microsoft TEAMS and it is downloaded and monitored on regular intervals.

There is a written contract with ETH Limited, and the activities of the Digital Campus is monitored by ETH and they provide any information required by the school.

### Social Media

The school website is developed and hosted by ETH limited and there is a contract for the same. Access to edit the website is provided to the school IT and all the content in the website is posted after the approval form the SLT. The content is monitored by SLT as well as IT team.

All Social media accounts (Facebook page, Instagram) are created and maintained by the school IT team. All photographs of the students posted on the social media only after getting the consent form the parents. Any content posted in social media sites are duly approved by the SLT. All the comments and posts are continuously monitored by the IT team and anything inappropriate will be reported.



**Revision**

<b>Revision Date</b>	<b>File Name</b>	<b>Revision</b>
05 <sup>th</sup> Feb 2021	WIA/ACD-FP/018	New policy

**Approvals**


<b>Principal</b>