The IT Systems Manager

The IT Systems Manager is responsible for:

x   Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material;

x   Ensuring that the school's IT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly;

x   Conducting a full security check and monitoring the school's IT systems on a regular basis;

x   Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files.

This list is not intended to be exhaustive.

All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

x   Maintaining an understanding of this policy;

x   Implementing this policy consistently;

x   Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet, and ensuring that pupils follow the school's terms on acceptable use as set out in Digital Guidelines for Parents and Pupils;

x   Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy;

x   Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school cyber bullying policy.

This list is not intended to be exhaustive.

Parents

Parents are expected to:

x   Notify a member of staff or the Head of any concerns or queries regarding this policy;

x   Ensure their child has read, understood and agreed to the

- x [Digital Devices Guidelines](#)
- x [Use of Mobile Phone Policy](#)