





## 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](#)