



FARNEY CLOSE SCHOOL

E Safety Policy

The Review Date of this policy has been changed to bring it in line with yearly KCSiE updates

Date Published	January 2022
Reviewed	Sept 2025 & Jan 2026 (v2)
Next Review Due	September 2026
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Approval Level	<input type="checkbox"/> Governing Body <input checked="" type="checkbox"/> Principal to Determine
Signed	
Role	Principal
Date Approved	

Farney Close School acknowledges its duty of care to safeguard, protect and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. This knowledge has informed the writing of this policy.

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1. Aims

Farney Close School aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology.
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

2. Legislation and Guidance

This policy is based on the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on [preventing and tackling bullying](#) and [searching, screening and confiscation](#). It also refers to the Department's guidance on [protecting children from radicalisation](#).

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given school staff stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

3. Roles and Responsibilities

This policy applies to all members of the school community including all staff, pupils, or any other person given access to the school's IT systems, both inside and outside of the school.

3.1 The Governing Body

The Governing Board has overall responsibility for monitoring this policy and holding the Principal to account for its implementation.

The Governing Board will co-ordinate regular meetings with appropriate staff to discuss online safety and monitor online safety logs as provided by the Designated Safeguarding Lead (DSL).

The Governor who oversees online safety is Zillah Webb.

All Governors will:

- Ensure that they have read and understand this policy.
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet.

3.2 The Principal

The Principal is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The Designated Safeguarding Lead

Details of the school's Designated Safeguarding Lead (DSL) and Deputy/Deputies are set out in our Child Protection and Safeguarding Policy.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the Principal in ensuring that staff understand this policy and that it is being implemented consistently throughout the school.
- Working with the Principal, ICT Manager and other staff, as necessary, to address any online safety issues or incidents.
- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy.
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy.
- Facilitating regular, planned staff training on online safety issues including awareness training on child exploitation, radicalisation and cyber-bullying.
- Liaising with other agencies and/or external services if necessary.
- Providing regular reports on online safety in school to the Principal and/or Governing Board.

This list is not intended to be exhaustive.

3.4 CEOP's Ambassador

We also have a CEOP's Education Ambassador whose role is to be the 'lead within their organisation for training and information relating to online child sexual abuse.'

Our CEOP's Ambassador is James Mills, Head of Education

3.5 The ICT Manager

The ICT Manager is responsible for:

- 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.
- Ensuring that the school's ICT systems are secure (including ensuring that passwords and security prevent unauthorised access) and protected against viruses and malware, and that such safety mechanisms are updated regularly.
- Delivering (or organising the delivery of) an approved e-safety training program as part of all staff induction.
- Delivering (or organising the delivery of) e-safety training for individual staff as identified during any supervision, appraisal or other professional meeting.
- Conducting a full security check and monitoring the school's ICT systems on a termly basis.
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files.
- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy.

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

This list is not intended to be exhaustive.

3.6 All staff and Volunteers

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

- Maintaining an understanding of this policy.
- Implementing this policy consistently across the whole curriculum and other activities.
- 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
- Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy.
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy.
- Undertaking training to ensure their knowledge allows them to fulfil their professional responsibilities.

This list is not intended to be exhaustive.

3.7 Pupils

Pupils are responsible for:

- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet.
- Understanding the importance of reporting abuse, misuse or access to inappropriate materials to members of staff whenever it might occur.
- Handing in all mobile devices, digital cameras / video recorders / sound recorders, internet tablets, laptops, or any other similar device when they return to school.
- Knowing and understanding the dangers of taking or sharing images and of cyberbullying.
- Understanding the importance of adopting good e-safety practice when using digital technologies outside of school.
- Realising that the school's e-safety policy covers their actions out of school if it is related to their membership of the school.
- Recognising that the school will communicate with their parents/carers or any other agency if it believes that their actions place themselves or anyone else at risk.
- Have a good understanding of why they should avoid plagiarism and uphold copyright regulations.

This list is not intended to be exhaustive.

3.8 Parents/Carers

Parents/Carers are expected to:

- Notify a member of staff or the Principal of any concerns or queries regarding this policy.
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet.
- Support the school in keeping all pupils safe online including sharing information and the searching of personal devices as detailed in section 6.3
- Not take photographs or videos of any pupil other than their own, or a pupil they have parental responsibility for, whilst at school or during any school connected activity.
- Understand they can ask for support, information and guidance from the school on e-safety at any time.

Parents can seek further guidance on keeping children safe online from the school or the following organisations and websites:

What are the issues? UK Safer Internet Centre:
<https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues>

Hot topics, Childnet International: <http://www.childnet.com/parents-and-carers/hottopics>

Parent factsheet, Childnet International:
<http://www.childnet.com/ufiles/parentsfactsheet-09-17.pdf>

3.9 Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use.

4. Educating Pupils about Online Safety

Pupils will be taught about online safety as part of the 24-hour curriculum; that is during both educational and social times. The e-safety curriculum in school time will be broad, relevant and provide progression with opportunities for creative activities and discussion. There are a number of events throughout the year that also encompass e-safety including anti-bullying week and talks from external speakers.

e-safety education may be provided in the following ways:

- A planned e-safety curriculum will form part of IT and PHSE lessons and will be regularly revisited.
- The safe use of technology, social media and the internet will also be covered in other subjects where relevant.
- Education staff will also ensure that e-safety messages and guidance are included in all lessons as and when appropriate.
- Key e-safety messages should be reinforced as part of a planned programme of educational, pastoral or social development activities, including evening activities. Pupils will be encouraged and supported in responding to and participating in national events that focus on e-safety.

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- In all lessons, all pupils should be taught to be critically aware of the materials and content they access online.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- All classrooms and houses will have an e-safety booklet available for pupils and staff will be uses as an advisory reference.
- The school will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

5. Educating Parents about Online Safety

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website. This policy will also be shared with parents.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the Principal and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the Principal.

6. Cyber-bullying

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

6.2 Preventing and addressing Cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Teachers will discuss cyber-bullying with their class groups, and the issue will be addressed in assemblies.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyberbullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

Every residential unit has a copy of the schools Anti-Bullying leaflet. The school also provides information/leaflets on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the Anti-Bullying Policy and Procedure. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider whether the incident should be reported to the police if it involves illegal material and will work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on [screening, searching and confiscation](#).

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

7. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet. Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements.

8. Pupils using mobile devices in school

Unless an agreement is in place, pupils must give in all mobile devices, digital cameras / video recorders / sound recorders, internet tablets, laptops, or any other similar device when they return to school. Where an agreement is made, any use of mobile devices in school by pupils must be in line with the acceptable use agreement (see Appendix 1).

Any breach of the acceptable use agreement by a pupil may trigger appropriate sanctions in line with the school behaviour policy, which may result in the confiscation of their device.

9. Anyone using work devices outside school

Anyone using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use.

Everyone must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school.

If anyone has any concerns over the security of their device, they must seek advice from the ICT manager.

Work devices must be used solely for work activities.

10. How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, the action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training

During staff induction, where possible between being appointed and starting work, staff are allocated induction sessions with the IT support team. This enables IT support staff to set up the appropriate accounts, provide an overview of e-safety systems and procedures and make sure that the staff member is confident in relation to e-safety. These sessions include details of the benefits and limitations of our e-safety systems so that realistic expectations are set from the start.

All new staff members will receive training on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

As a side note, a basic IT assessment is undertaken as well as asking the new staff member if there are any health and safety or support related considerations to using IT; for example, if they suffer from migraines, eye-sight issues or dyslexia etc. Where appropriate, this is used to schedule further IT training and support sessions with IT Support staff or external companies.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

The IT Support staff attend external training to ensure that their knowledge is up-to-date. In addition, the school has supported this team in networking with other schools. This enables two-way information and knowledge sharing. The school has contact with the regional specialist e-safety police team within the South East Regional Organised Crime Unit (SEROCU) and a specialist cyber security company called Acora. We also rely on information from government websites including the National Cyber Security Centre and have gained advice from the National Crime Agency.

The DSL and Deputy/Deputies will undertake Child Protection and Safeguarding Training, which will include online safety, at least every 2 years. They will also update their knowledge and skills about online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

12. Risk Assessing pupils e-safety

12.1 Preventing and addressing e-safety risks

Where there is an incident which presents a significant risk or concern immediate action should be taken to stop the risk continuing either directly or by calling for a member of the IT Support team to intervene. This should be done as discreetly as possible and the response should reflect the seriousness (or otherwise) of the incident. An e-safety reporting form should be completed as soon as possible. The Network Manager will take responsibility for sharing this information with the SLT/DSL as appropriate.

If the staff member does not feel it is appropriate to share this information with the IT Support team they should request that a pupil's internet/network access is blocked and explain the issue itself is being dealt with by the SLT or DSL. In this instance, the

member of staff should complete an e-Safety Reporting Form but hand it to the SLT/DSL. They will involve the IT Support team as they see fit.

If e-safety information comes in from an external source the member of staff receiving this information should complete an e-Safety Reporting Form with the relevant details and pass it to the IT Support team, SLT or DSL as detailed above. The IT Support team will maintain a spreadsheet of concerns to enable any patterns or concerns to be identified and shared appropriately with others.

The IT Support team receive notifications of web filter violations and when any IT user triggers a key word/phrase alert. If they receive this information, they will take immediate and appropriate action to resolve the situation and inform the staff of their concerns. They can remotely monitor staff and pupil PC's/Laptops and act if required.

12.2 Determining a Pupil's level of risk

There is no definite answer to determining a pupil's level of risk. However, as an indication each pupil is categorised as a high, medium or low risk in relation to esafety.

High Risk is usually an indication that a pupil has repeatedly attempted to access content identified by the security systems (or staff) as adult/mature content, potentially liable or security risk categories. It can also be attributed to pupils who repeatedly attempt to get around security measures to either access information they shouldn't or cause harm to the systems or others.

Medium Risk is usually an indication that a pupil has repeatedly attempted to access content of concern (not in the above categories) or has behaved in a way that has attempted to disrupt learning or use of IT. For example, repeatedly attempting to use 'hacking' software or access social media sites or anonymous search engines.

Low Risk is usually an indication that there are little or no concerns in relation the pupil.

Risks can relate to any e-safety related incident whether it occurred inside or outside of the school.

A pupil's risk assessment in relation to e-safety is reviewed and updated whenever necessary to ensure its accuracy. The Network Manager responsible for ensuring that this aspect of the pupil's risk assessment is kept up-to-date and accurate. (S)he is responsible for alerting the SLT, DSL and other staff of any significant changes and where appropriate gaining permission to add such information to the risk assessment.

12.3 Implications of each pupil's risk level

Depending on the determined risk level of an individual the following procedures will be put in place:

High Risk pupils have their browsing history and document folders checked once a week and all websites are checked where there is a concern.

Medium Risk pupils have their browsing history and document folders checked every 5 weeks; three weeks browsing history is checked out of every 5-week cycle.

Low Risk pupils have their browsing history and document folders checked every 8 weeks; three weeks browsing history is checked out of every 5-week cycle.

In addition, key word / phrase checking software results are reviewed once a week for all Pupils irrespective of risk level. This monitors for phrases associated with suicide, radicalisation, drugs, bullying and other categories of concern.

13. Monitoring arrangements

There are many ways in which we monitor and evaluate the effectiveness of our esafety systems including:

- keeping records of risk level of individuals through the pupil's risk assessment
- Keeping records of all e-safety reports to establish if the number of reports has gone down, stayed the same or risen.
- Keeping records of all e-safety information to establish any patterns of concerning behaviour.
- Keeping records of all staff, pupil and other user web history, keyword history and document searches.
- Reviewing a weekly whole site web activity report. This enables us to identify any significant concerns. For example, it shows the top websites visited and blocked by user and volume, browse time, most blocked users etc. Whilst not necessarily useful in itself, it can lead us to investigate any concerns about the system in general and individually identified users.
- Reviewing a weekly whole site cyber threat assessment report. This enables us to quickly see any causes for concern in terms of the security of our network including servers and PC's.

It is very difficult to extract statistical data for the purposes of evaluating the effectiveness of our e-safety systems over time. There is too much contextual information required to make such a determination for it to be accurate. For example, a pupil may have a lower number of incidents due to an internet ban. However, our monitoring and evaluation procedures do enable us to identify and act upon incidents and patterns of concerning behaviour.

The SLT/DSL log behaviour and safeguarding issues related to online safety including (where appropriate) actions taken.

This policy will be reviewed annually by the Network Administrator. At every review, the policy will be shared with the governing board.

14. Links with other policies

This online safety policy is linked to our:

AI Policy

Behaviour Policy

Cyber Attack and Data Breach Policy

Data Protection Policy and Privacy Notices

IT Business Continuity Plan

Safeguarding and Child Protection Policy

Staff Disciplinary Procedures



Farney Close School Web Filtering Arrangements

We currently use a Fortigate Web Filter / Firewall to protect our network and users. This document details the categories of web filtering and whether they are monitored or blocked for users by default. We also have the ability to allow or block individual websites as deemed appropriate by the SLT.

Websites

Category / Description	Pupil in Hours	Pupil out of Hours	Staff	BYOD
Adult / Mature Content				
Abortion	x	x	x	x
Advocacy Organizations	x	x	x	x
Alcohol	x	x	x	x
Alternative Beliefs	x	x	x	x
Dating	x	x	x	x
Gambling	x	x	x	x
Lingerie and Swimsuit	x	x	x	x
Marijuana	x	x	x	x
Nudity and Risque	x	x	x	x
Other Adult Materials	x	x	x	x
Pornography	x	x	x	x
Sex Education	x	x		
Sports Hunting and War Games	x	x	x	x
Tobacco	x	x	x	x
Weapons (Sales)	x	x	x	x
Potentially Liable				
Child Abuse	x	x	x	x
Discrimination	x	x	x	x
Drug Abuse	x	x	x	x
Explicit Violence	x	x	x	x
Extremist Groups	x	x	x	x
Hacking	x	x	x	x
Illegal or Unethical	x	x	x	x
Plagiarism	x	x	x	x
Proxy Avoidance	x	x	x	x

Category / Description	Pupil in Hours	Pupil out of Hours	Staff	BYOD
Security Risk				
Dynamic DNS	x	x	x	x
Malicious Websites	x	x	x	x
Newly Observed Domain	x	x	x	x
Newly Registered Domain	x	x	x	x
Phishing	x	x	x	x
Spam URLs	x	x	x	x
General Interest - Business				
Armed Forces		x		
Business		x		
Charitable Organizations		x		
Finance and Banking		x		
General Organizations		x		
Government and Legal Organizations		x		
Information Technology		x		
Information and Computer Security	x	x		
Online Meeting	x	x		
Remote Access	x	x		
Search Engines and Portals		x		
Secure Websites		x		
Web Analytics		x		
Web Hosting		x		
Web-based Applications		x		
General Interest - Personal				
Advertising		x		
Arts and Culture		x		
Auction	x	x		
Brokerage and Trading	x	x		
Child Education		x		
Content Servers		x		
Digital Postcards	x	x		
Domain Parking		x		
Dynamic Content	x	x		
Education		x		
Entertainment		x		

Folklore		x		
Games	x	x		
Global Religion		x		
Health and Wellness		x		
Instant Messaging	x	x	x	x
Job Search		x		
Meaningless Content	x	x	x	x
Medicine		x		
News and Media		x		
Newsgroups and Message Boards	x	x		
Category / Description	Pupil in Hours	Pupil out of Hours	Staff	BYOD
Personal Privacy	x	x	x	x
Personal Vehicles		x		
Personal Websites and Blogs	x	x		
Political Organizations		x		
Real Estate		x		
Reference		x		
Restaurant and Dining		x		
Shopping	x	x		
Social Networking	x	x	x	
Society and Lifestyles	x	x		
Sports		x		
Travel		x		
Web Chat	x	x	x	x
Web-based Email	x	x		
Bandwidth Consuming				
File Sharing and Storage	x	x		
Freeware and Software Downloads	x	x		x
Internet Radio and TV		x		
Internet Telephony	x	x	x	x
Peer-to-peer File Sharing	x	x	x	x
Streaming Media and Download except YouTube	x	x		

Websites are Monitored

x Websites are Blocked

Fortinet's descriptions of each web filtering category can be found at:

<https://fortiguard.com/webfilter/categories>

Filtering Based on the Program or Application Being Used

Category / Description	Pupil in Hours	Pupil out of Hours	Staff	BYOD
Business		x		
Email	x	x		
Mobile	x	x		
Proxy	x	x	x	x
Storage / Backup	x	x		
VoIP / Voice Calls over Internet	x	x	x	
Cloud.IT	x	x		
Game	x	x	x	
Network Service		x		
Remote Access	x	x		
Update		x		
Web Client / Browser		x		
Collaboration	x	x		
General Interest		x		
P2P / File Sharing	x	x	x	x
Social Media	x	x	x	
Video / Audio		x		
Unknown Applications	x	x	x	x

websites are Monitored

x websites are Blocked

Fortinet's descriptions of each web filtering category can be found at:

<https://fortiguard.com/appcontrol/categories>

The UK Safer Internet Centre provides the following document, supplied by Fortinet, to show demonstrate how Fortinet meets the national defined 'appropriate filtering standards' as required under KCSIE.

[Fortinet Appropriate Filtering for Education Settings](#)