

25<sup>th</sup> March 2021

Dear Parents/carers,

The following email has been sent to all students:

In the last few days Co-op Academies Trust have made some changes to how they protect you online through filtering and monitoring.

Please read the following information carefully so you understand when your use of the internet is being filtered or monitored. This happens automatically on any College device in our building but there is flexibility if you are using your own device if you follow the steps below. Filtering and monitoring by Co-op academies Trust only happens when you use Google Chrome.

## Chrome Profiles and Monitoring

Co-op Academies give our students a secure login to Google Workspace for their schoolwork. We have a duty of care to make sure that students are safe when using the login we provide. That means we filter the internet content that they view, and we monitor the activity that happens on their login.

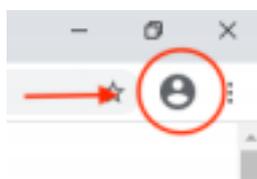
We monitor this content and flag anything that is deemed inappropriate. This can be things about violence, extremism, gore, inappropriate content or adult content. We make sure students, when using a device, cannot access anything that is not suitable.

If you do not use Google Chrome on your computer, you do not need to take any action. Our monitoring software only operates on Google Chrome.

If you do use Google Chrome, you need to create a separate “profile” for the student login. This will keep all student data separate, including our monitoring software. In some circumstances, our monitoring software could be applied to computers owned by you, and being used by you. We only want to monitor students, and only when using their student login. This guide will show you how to use Google Chrome to limit where the monitoring software works.

Students should use the Chrome profile for their student login for their schoolwork. All other browsing should be done using another profile which we can't monitor - we can only monitor the student Chrome profile.

These instructions apply to Google Chrome on Windows and Apple Mac computers. Profiles open separately in different windows. Here's how to make a separate Chrome profile:



- On your computer, open Chrome.
- At the top right, click Profile
- Click Add.

- Choose a name and a picture.
- Click Add. A new Chrome window will open.

Here's how to link the new Chrome Profile with a Co-op Academies account:

- In the address bar, type [accounts.google.com](https://accounts.google.com) and press enter
- Type in the student's email address and click Next
- Type in the student's password, and click Next to sign in, and see the account settings page.
- Now, click Profile 
- Click Turn On Sync
- A window will appear titled "Link my data to this account". Important: click link data in the bottom left hand corner.
- When asked "Turn on sync", click Yes I'm in.

That's it - the student account is now set up in its own Chrome profile.

To switch away from the student's profile, click Profile  and choose another account, or choose "Add".

Students should use this chrome profile only for their schoolwork. All other browsing should be done in a different Chrome profile. Opening a new profile opens a separate window.

## Details of our filtering and monitoring

Device	Signed in as	Owned by	Internet use	Other use (Word, Excel etc)
Chromebook	Co-op Academies Student	Co-op Academies, parents/guardians, student etc	Yes: Filtered Monitored	Yes: Monitored
Windows or Apple Mac, using Google Chrome	Co-op Academies Student	Parents/guardians, student etc	Yes: Filtered Monitored	No
Windows or Apple Mac, using Google Chrome	No-one, or a different Google account	Parents/guardians, student etc	No	No
Windows, using Firefox, Edge,	Not applicable	Parents/guardians, student etc	No	No

Vivaldi, Opera etc				
Apple Mac using Firefox, Safari, Vivaldi, Opera etc	Not applicable	Parents/guardians, student etc	No	No

**Notes:**

- Filtering means that some websites will be blocked. If someone tries to visit a blocked website, this will be logged and someone at school will be able to see this.

- Monitoring means that activity on the computer, including things typed, may be reported to your school. These reports may include screenshots of what you were doing. In extreme cases, someone from your school may receive a phone call to report the activity.

**Emma Soper**

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