Bucksgfl Internet Web Filtering Policy

Introduction

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound.

A framework of internet safety policies can help to ensure safe and appropriate use. The development and implementation of such strategies should involve all the stakeholders in a child's education from the headteacher and governors to the senior management team and classroom teachers, support staff, parents, and the pupils themselves.

Head teachers, with the support of governors, should take a lead in embedding safe internet practices into the culture of the school, perhaps designating a member of the senior management team with responsibility for internet safety.

This member of staff (Internet Safety Co-ordinator) could then act as the central point of contact for all safety issues within the school, ensuring that policies are current and adhered to, instances of breaches and abuse are monitored and reported to the headteacher and governors, and that all staff receive relevant information about emerging issues.

This overall responsibility for internet safety need not necessarily sit with the ICT Co-ordinator or network manager, but these staff should work closely with the Internet Safety Co-ordinator to ensure that technological solutions are implemented which support good internet safety in normal classroom practices.

Ultimately the headteacher, in conjunction with the governing body is responsible for internet safety.

It is recommended that, as a minimum, schools have an acceptable use policy in place to protect the interests of both pupils and staff, and that this is at the heart of practice. This should be linked to other mandatory school policies which deal with child protection, health and safety, home–school agreements, and pupil discipline (including the anti-bullying policy). For an exemplar acceptable use policy please visit http://www.bucksict.org.uk/.

Internet safety policies should be regularly monitored and reviewed, and all staff should be aware of the appropriate strategies they should adopt if they encounter problems. Additionally, all school staff members have a duty to ensure that pupils using ICT, in any context, are reminded about appropriate behaviour on a regular basis.

For further advice on Internet Safety please contact Mike Woods or any member of the Buckinghamshire ICT Curriculum Support Team.

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Definitions

"**LA-level filtering**" - the default system where LA-level filtering policies are applied to schools by the LA.

"**School-level filtering**" – an extension of the system which allows schools to construct and apply policies at school level.

"**LA-level filtering policies**" – these are policies which have been formulated at LA level and which are applied to schools by default.

"**School-level filtering policies**" – these are policies which have been created at school level and applied to individual workstations and groups of workstations based upon the IP addresses.

"**Policy**" – a policy is a collection of allowed categories of web site and groups of keywords that is applied to one or more workstations and dictates which web sites can be visited and displayed.

"**Category**" – a category describes the nature of a web site based upon the contents of that site. A small number of categories describe their effect upon access to particular sites – School Blocked, for example.

"**Keyword**" – a string of characters which, when matched against a URL, will cause that site to be blocked. Keywords obey the conventions of Regular Expression syntax but should be used with great caution as it is easy to inadvertently block innocent sites through the imprecise definition of keywords.

"**Keyword Set**" – a named collection of keywords that can be applied to a policy. More than one keyword set may be added to a policy.

"**LA-Level restricted categories**" – these are categories which the LA has decided should always be either blocked or unblocked across the LA regardless of individual school settings.

General Overview of BucksGfL Filtering

The BucksGfL Internet Web Filtering Policy has been developed to help schools ensure the safety of their pupils as they use the Internet, whilst at the same time retaining the flexibility needed for effective teaching and learning. Head teachers will already appreciate that supervision and education of Internet users is as important as any software solution since the filtering of a school's Internet connection alone cannot guarantee the absolute safety of its pupils and staff.

Filtering is, however, a necessary first step to ensure the school has taken all reasonable steps to protect pupils and staff. As a result each school should use this Policy document in conjunction with the school's own Acceptable Use Policy to provide safe, but productive access to the Internet.

The Buckinghamshire filtering strategy incorporates the use of the Atomwide **WebScreen** Filtering Solution which is described below.

Webscreen is a software solution which involves all available websites being scanned automatically for content. The sites are then classified into categories based on their content. These categories are then either allowed through for school use or blocked if they are deemed inappropriate, depending on the policy being applied.

Filtering Policies

1. Default LA-level Filtering Policies

Historically, by default, Buckinghamshire Grid for Learning has provided two **LA-level filtering policies** to its schools. These are the primary and the secondary policies.

Unless schools choose otherwise the appropriate policy will be applied automatically to the school's IP range.

• Primary schools will have the **primary filter** policy applied to its curriculum network and the secondary filter to its admin network.

• Secondary schools will have the **secondary filter** policy applied to both curriculum and admin networks.

2. Optional LA-level Filtering Policies

In addition a number of additional LA-level filtering policies have been made available at the request of some schools, an example of which is the **staff filter** policy which can be adopted for specific machines on a schools network. Schools have adopted the **staff filter** policy for specific machines to provide a wider range of access to the Internet for these members of staff.

These policies have been provided on understanding that the following requirements are met:

• The computers are not accessible by pupils
• The computers have static IP addresses
• The computers fall within a continuous block of sequential IP addresses agreed with Atomwide.

3. School-Level Filtering

Now, however, Head teachers may also elect to make use of the "**School-level filtering**" option available through the new BucksGfL Support Site (https://support.atomwide.com/). If this option is exercised then authorised users may create and apply policies at school level which allow access to categories of websites or specific website addresses (URLs) that are not considered suitable to be allowed under the **LA-level filtering policies** but may however have educational merit in certain circumstances.

N.B. Head teachers choosing to take up this option should realise that the risks of exposure to inappropriate content by pupils or abuse of the schools network are higher when pupils are permitted to access sites which would not be permitted under the LA-level filtering policies. As a result, schools implementing these options will need to ensure that correspondingly high levels of pupil supervision are used when and where the Internet is being accessed.

To take up this option Head teachers are requested to complete the Filtering Manager nomination form found at the end of this document and fax it to Atomwide. The nominated member of staff will also be required to undergo a short training session (at no cost to the school) to ensure that the filtering system is clearly understood and the implications and potential impact of any change to local school settings are recognised.

In considering these issues, schools may decide only to allow these options to be made available on computers in certain areas in the school, for example in a sixth form area or the

staff room. In this case the computers concerned must have static IP addresses and fall within a recognised IP range.

Some website categories will continue to be blocked at a whole authority level. These are defined as "LA-Level restricted categories" and these are identified later in this document.

The current WebScreen categories are detailed below, followed by information about which categories are currently available through the standard filtering policies and which can be made available through the "School-Level Filtering" option.

WebScreen Categories

1. **Abortion - Prochoice**

This category covers sites that deal with abortion from a "pro-choice" point of view.

2. **Abortion - Prolife**

This category covers sites that deal with abortion from a "pro-life" point of view.

3. **Activist/Advocacy Groups**

These sites promote the views of groups and organisations. Sites in this category do not meet the criteria of other categories.

4. **Adware, Spyware, Malware**

Sites in this category have been identified as purveyors of adware, spyware and malware.

5. **Alcohol/Tobacco**

Sites that promote the use of alcohol and/or tobacco fall within this category. This includes sites sponsored by tobacco and alcohol companies.

6. **Alternative Journal**

The sites are generally in magazine type format and deal with the on-line publishing of general articles on a range of topics.

7. **Alternative Lifestyles**

This category is for those sites promoting non-mainstream lifestyles and activities.

8. **Art/Culture Site**

Any site whose primary focus is on aspects of art and cultural activities

9. **Bad Link**

This category is used for sites that do not return a coherent home page. Some sites are simply resource stores – they are referenced by other sites which link to specific files on those sites.

10. Banner/Ad Servers

The sites offer advertising banners and materials for other sites.

11. Blogging

Sites in this category offer users the ability to create and maintain individual weblogs (or "blogs")

12. Bullying

Sites in this category contain materials which support the bullying of individuals and groups. Sites which give advice on dealing with bullying do not get allocated to this category.

13. Computer Security

This category covers sites which focus on the issue of computer security – this includes sites promoting products relating to computer security matters.

14. Criminal Skill

Any site that offers advice and methodologies for the carrying out of criminal activities would fall within this category.

15. Directory Listing

Sites which display a series of directories which contain files of undisclosed content are placed in this category. A significant number of such sites contain files offering unsuitable content. Where a directory site has been investigated and the content found to be non-controversial, that site will be placed in an alternative category.

16. Drugs – Debate

These sites deal with the debate over the legalisation of drugs and methods for dealing with the effects of drug use.

17. Drugs - Illegal

Sites in this category promote the use of illegal drugs

18. Drugs – Prescribed

These sites deal with the topic of the use of prescribed drugs as well as presenting factual information about those drugs.

19. Entertainment

Any site which offers resources for entertainment purposes but which does not fit into other specific category will be categorised as an Entertainment site.

20. Extreme

This category covers sites which support and promote political ideologies generally regarded as extreme

21. Forums

These sites offer topic-based conferences and invite users to actively participate in the resulting discussions.

22. Gambling

Any site that offers the opportunity to gamble on-line would fall into this category.

23. Games – Educational

These sites contain on-line games which are specifically focussed on educational outcomes. Sites which contain large numbers of non-educational on-line games with just a small number of scattered educational games will normally be assigned to the on-line gaming category.

24. Games - General

These sites allow the user to participate in on-line games which have no obvious educational benefit.

25. Gay & Lesbian Issues

Sites dealing with any issues relating to gay or lesbian relationships, including support for gay and lesbian users are placed in this category.

26. General News

Sites in this category contain items of general news. On-line versions of newspapers also come into this category.

27. Hate Speech

This category covers those sites which promote hatred for different ethnic and social groups

28. Humour

The category covers sites with content designed to be humorous.

29. Image

The sites host one or more images, usually to support the content on other sites.

Examples of this kind of site:

foto.snuffelsnel.net
image.taobao.com
thumbgrab.com

30. Internet Auction

Sites which host on-line auctions, for example Ebay, are placed in this category.

31. Job Search

Sites in this category offer assistance with finding employment, including on-line advertisements for jobs.

32. Match Making

These sites offer facilities for the user to meet other users for the purpose of forging both short-term (!) and long-term "romantic" relationships.

33. Medical

Sites dealing with medical matters and procedures are assigned to this category.

34. Messaging

These are sites that support or have a role to play in the on-line messaging process. Sites that fall into this category may be sources for messaging programs themselves as well as offering sign-in facilities for specific services. Examples of this category of site would be MSN and skype.com

35. Miscellaneous

Any site where the content is deemed to be suitable for a general audience and which does not fall naturally into any other category is categorised as miscellaneous.

36. Music downloads

These sites allow the download of music files, normally in MP3 format.

37. Occult

Sites in this category deal primarily with non-mainstream religions that are generally agreed to fall within the definition of occult.

38. Online Investing

This category covers sites which deal with on-line investing, including information relating to stocks and shares.

39. Online Portal

Sites in this category typically provide personalized capabilities to its visitors, providing a pathway to other content.

40. Online Sales

Any site that allows the user to make direct purchases of goods and services on-line would fall within this category.

41. Open Resource Sharing

Sites in this category permit the uncensored sharing of user resources, particularly photographic image files and video materials. Example sites would be youtube and flickr.com

42. Political

This category covers sites whose main focus is on political matters.

43. Proxy Anonymizer

Proxy Anonymizer sites allow the user to bypass filtering systems by offering facilities to display pages from other sites through the Proxy Anonymizer site.

44. Redirector Web Page

These sites rarely contain any actual content of their own but, instead, redirect the user to another web site.

The following are examples:
earlyyears.com
jnana.wikinerds.org
jobcenterplus.co.uk
www.scottishballet.co.uk

45. Religion

This category covers sites whose main focus is on religious matters.

46. Ringtones

Sites in this category allow the free download of ringtones for mobile phones.

47. Search Engines

Any site which gives the user the ability to make general searches for other web sites meeting user entered criteria would fall within this category

48. Search Engines – Images/Video

Sites which allow the user to search for images on the Internet based upon user entered search terms would be placed in this category.

49. Security Threat

Sites that host facilities deemed to pose a threat to the security of a WAN or LAN would be placed in this category.

50. Self-Help

This category is for sites that promote a variety of self-help advice and contacts for users.

Examples of sites which would fall within this category:

adultchildrenofalcoholics.com
talktofrank.com
ladiestotalfitness.com

51. Sex Education

These sites contain materials designed to educate their readership about sexual matters in a responsible manner.

52. Sex/Adult

Sites in this category contain materials of an adult sexual nature, ranging from extreme pornography to swimwear models in provocative poses.

53. SMS Messaging

This category is for sites which allow the user to send on-line texts to mobile phones

54. Social Issues and Support

This category is for sites dealing with social issues and also offering support facilities.

55. Sport - Hunting and Gun Clubs

Sites which support or represent hunting and gun clubs are covered by this category.

56. Sports Site

This category is for sites which deal with all aspects of sport.

57. Tasteless/Illegal/Questionable

This category covers a wide range of sites which do not fall easily within other categories and yet still contain materials and resources which would normally be considered unsuitable for a general audience.

58. Technology Information Site

Any site dealing with technical products and other aspects of technology is assigned to this category.

59. Travel Site

This category covers sites which deal with all aspects of travel.

60. Under Construction/Domain Holding

This category covers both those sites which are clearly still being created as well as those sites which are simply "holding pages" for domains that are not otherwise owned. In the case of the latter, these sites often consist of commercial links to specific types of sites and masquerade as legitimate sites in their own right. "Holding page" sites often generate large numbers of commercial pop-ups which display unsuitable materials as well as being sources for spyware and malware.

61. URL Translation

These sites provide a service whereby long, complicated URLs are converted into shorter, more user-friendly URLs.

62. Violence

Sites that contain materials depicting and promoting violence are included in this category.

63. Web Hosting

This category is for sites offering users the ability to create their own personalised web sites and pages through the direct auspices of the web hosting service itself.

64. Web-based Chat

These sites offer both web-based chat.

65. Web-Based Chat & Email

These sites offer both web-based chat and web-based e-mail facilities.

66. Web-based Email

These sites offer web-based e-mail facilities.

All categories and their contents are subject to change at any time.

N.B. Web-Based Chat & Email are both regarded as high risk categories posing a potential threat to the on-line safety of users through misuse or abuse and to both school LANs and the wider BucksGfL WAN through the presence of viruses etc. Access to categories 65 and 66 will therefore only be provided to staff workstations on fixed I/P ranges (on application to Atomwide). An exception to this rule are secure email systems specifically designed for educational use in schools e.g. RM EasyMail which will not normally be blocked for pupils or staff.

Filter Category Application

The categories that are available through each filter type are shown in the table below. Categories marked NOT ALLOWED are those that are always blocked.

Key:
NOT ALLOWED	Category Always Blocked at LA level
On Application	Category available to staff workstations only (on application to Atomwide)
Y	Category Allowed
N	Category Blocked

Site Categories	LA Primary Policy	LA Secondary Policy	LA Staff Policy	Modifiable Categories
Abortion - Prochoice	N	Y	Y	
Abortion - Prolife	N	Y	Y	
Activist/Advocacy Groups	Y	Y	Y	
Adware/Spyware/Malware	NOT ALLOWED			
Alcohol/Tobacco	N	N	N	
Alternative Journal	Y	Y	Y	
Alternative Lifestyles	N	Y	Y	
Art/Culture	Y	Y	Y	
Bad Link	Y	Y	Y	
Banner/Ad Servers	Y	Y	Y	
Blogging	N	N	Y	
Bullying	NOT ALLOWED			
Computer Security	N	Y	Y	
Criminal Skill	NOT ALLOWED			

Site Categories	LA Primary Policy	LA Secondary Policy	LA Staff Policy	Modifiable Categories
Directory Listing	N	N	N	
Drugs - Debate	N	Y	Y	
Drugs - Illegal	N	Y	Y	
Drugs - Prescribed	N	Y	Y	
Entertainment	Y	Y	Y	
Extreme	N	N	N	
Forums	N	N	Y	
Gambling	NOT ALLOWED			
Games - Educational	Y	Y	Y	
Games - General	N	N	N	
Gay & Lesbian Issues	N	Y	Y	
General News	Y	Y	Y	
Global Allowed	Y	Y	Y	
Global Blocked	NOT ALLOWED			
Hate Speech	N	N	N	
Humour	N	N	N	
Image	Y	Y	Y	
Internet Auction	N	N	N	
Job Search	Y	Y	Y	
LA Allowed	Y	Y	Y	Y

Site Categories	LA Primary Policy	LA Secondary Policy	LA Staff Policy	Modifiable Categories
LA Blocked	NOT ALLOWED			
Match Making	N	N	N	
Messaging	N	N	Y	
Miscellaneous	Y	Y	Y	
Music Downloads	N	N	N	
Occult	N	N	N	
Online Investing	Y	Y	Y	
Online Portal	Y	Y	Y	
Online Sales	Y	Y	Y	
Open Resource Sharing	N	N	N	
Political	Y	Y	Y	
Proxy Anonymizer	NOT ALLOWED			
Redirector Web Page	Y	Y	Y	
Religion	Y	Y	Y	
Ringtones	N	N	N	
Search Engines	Y	Y	Y	
Search Engines - Images/Video	N	N	Y	
Security Threat	NOT ALLOWED			
Self-Help	Y	Y	Y	
Sex Education	Y	Y	Y	

Site Categories	LA Primary Policy	LA Secondary Policy	LA Staff Policy	Modifiable Categories
Sex/Adult	NOT ALLOWED			
SMS Messaging	N	N	N	
Social Issues and Support	Y	Y	Y	
Sport - Hunting and Gun Clubs	N	N	N	
Sports	Y	Y	Y	
Tasteless/Illegal/Questionable	NOT ALLOWED			
Technology Information	Y	Y	Y	
Travel	Y	Y	Y	
Under Construction/Domain Holding	NOT ALLOWED			
URL Translation	Y	Y	Y	
Violence	N	N	N	
Weapons	N	N	N	
Web Hosting	Y	Y	Y	
Web-Based Chat	N	N	Y	
Web-Based Chat & Email	NOT ALLOWED		On Application	
Web-Based Email	NOT ALLOWED		On Application	

BucksGfL 'WebScreen' Filtering Manager Nomination Form

Please nominate the member of staff who will act as the **'WebScreen'** manager for your school. This may be the person who is responsible for running your school network and could be the person already identified as the 'nominated contact' for your school. Please FAX the completed form to Atomwide Support Services Help Desk: 0871 2365005. The person's details will be entered in Atomwide's support database and he/she will then be able to change the 'WebScreen' settings for your school.

> **If you choose to take up this option you must understand that the risks of exposure to inappropriate content or abuse of the schools network are higher than when accessing web sites normally filtered by the BucksGfL standard filter policy and you must be willing to accept responsibility and liability for any inappropriate use.**

Name:

Position within school:

Email address:

Daytime telephone number:

Evening telephone number:

Mobile telephone number:

To be signed by the Head Teacher

I authorise the above named person to act on behalf of the school in all matters pertaining to the Schools 'WebScreen' filtering Service and I accept responsibility and liability for the consequences of any inappropriate use of the Internet or abuse of the school network by school staff, pupils or visitors.

LEA: Buckinghamshire

School name:

Head Teacher's name:

Email address:

Daytime telephone number:

Signed …………………………………………………………   **Date …………………..**