

West Sussex Schools Internet Filtering Policy

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1.1 General Overview of Filtering

West Sussex has developed the Schools Internet Services Web Filtering Policy ("this policy") to ensure pupils safety whilst retaining the flexibility needed for effective teaching and learning. It is envisaged that it will be further refined in the future in consultation with school representatives.

The filtering of a school's Internet connection cannot guarantee the safety of its pupils and staff. Head teachers will already appreciate that supervision and education are as important as any software solutions.

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

The West Sussex filtering strategy incorporates the use of Atomwide WebScreen™ Filtering Solution.

- Webscreen™ is a software solution involving 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.

1.2 WebScreen™ Categories

The Webscreen™ system scans all available websites automatically for content. Each site is then classified into the categories below based on their content. These categories are then either allowed through for school use or blocked if they are deemed inappropriate. Section 1.4 illustrates which categories are allowed and which are disallowed within each of the four standard filter types.

Abortion - Prochoice

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

Abortion - Prolife

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

Activist/Advocacy Groups

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

Adware/Spyware/Malware

Sites in this category are those that have been identified as ones that provide one of the following: adware, spyware and malware.

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.

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. This category is based on style rather than content.

Alternative Lifestyles

This category is for those sites promoting non-mainstream lifestyles and activities such as living without the aid of modern technology – for example in a replica Iron Age Roundhouse using Iron Age technology and eating period food.

Art / Culture

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

Bad Link

This category is used for sites that do not return a coherent home page. Some sites are simply resource stores. Other third party sites then link to specific files on them.

Banner/Ad. Servers

This category includes sites that offer advertising banners and materials for other sites.

Blogging

Sites in this category offer users the ability to create and maintain individual “blogs” such as blogger.com.

Bullying

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

Computer Security

This category covers sites that focus on the issue of computer security – this includes sites promoting products relating to computer security matters such as McAfee or Adaware.

Criminal Skill

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

Directory Listing

This category includes sites that display a series of directories that in turn contain files of undisclosed content. 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. An example of a directory site is download.hipsoft.com

Drugs – Debate

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

Drugs - Illegal

Sites in this category promote the use of illegal drugs. An example of such a site would be “www.cannabisheaven.co.uk”

Drugs – Prescribed

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

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.

Extreme

This category covers sites that support and promote political ideologies generally regarded as extreme. This will include sites supporting the terrorist activities of “organisations” such as al-Qaeda. Extreme caution should be used by any school that chooses to permit these sites locally for any purpose.

Forums

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

Free Download

These sites offer large numbers of freeware/shareware executable files for free download. It should be noted that they often makes games available for download.

Gambling

Any site that offers the opportunity to gamble on-line would fall into this category – clear examples of these kinds of site include: "ladbrooks.com", on-line poker and on-line bingo sites. Extreme caution should be used by any school that chooses to permit these sites locally for any purpose.

Games – educational

These sites contain on-line games that are specifically focussed on educational outcomes. Sites that 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.

Games - General

These sites allow the user to participate in on-line games which have no obvious educational benefit. This would include any game that was not considered educational.

Gay and 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.

General News

Sites in this category contain items of general news. On-line versions of newspapers such as "www.telegraph.co.uk" also come into this category.

Hate Speech

This category covers those sites that promote hatred for different ethnic and social groups. Examples of these types of sites include Neo Nazi sites promoting racial intolerance. These include sites like www.kkklan.com that describes itself as "*History books, museum pieces, memorabilia, collectibles, "research items" relating to the Ku Klux Klan.*

Humour

The category covers sites with content designed to be humorous but are extreme in nature and likely to cause offence and / or distress to some users. Mainstream humour goes under "Entertainment".

Image

These sites host one or more images, usually to support content on other sites that are often of great educational value. An example of this kind of site is foto.snuffelsnel.net

Internet Auction

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

Job Search

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

Match Making

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

Medical

Sites dedicated to medical matters, operations and procedures but not including the Department of Health or the NHS. It offers health advise sites such as "www.netdoctor.co.uk"

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

The Messaging Category is blocked on all standard school policies. Schools can however elect to use this as an additional category (or individual websites within it), using the "Filtering Policy Agreement" form on page 15 of this policy. The Local Authority expects any such messaging site to only be made available to staff and not to students.

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.

Music downloads

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

Occult

Sites in this category deal primarily with non-mainstream religions that are generally agreed to fall within the definition of occult. An example of this kind of site includes www.occultcorpus.com - which describes itself as "a forum for occult practitioners of all paths, and persuasions".

Online Investing

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

Online portal

Sites in this category typically provide personalized capabilities to its visitors, providing a pathway to other content. Examples of these include Protopage but also Virtual Learning Environments.

Online Sales

Any site that allows the user to make direct purchases of goods and services on-line would fall within this category. This would include "nike.com" and "Amazon.co.uk".

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.com and flickr.com

Political

This category covers sites whose main focus is on political matters such as "www.labour.org.uk", "www.libdems.org.uk" or "www.cofe.anglican.org"

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.

Redirector Web page

These sites rarely contain any actual content of their own but, instead, redirect the user to another web site. An example of this type of site would be earlyyears.com

Religion

This category covers sites whose main focus is on religious content. This category includes sites like www.religioustolerance.org and "www.studyreligion.org".

Ringtones

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

Search Engines

Sites that allow general searches for other websites on the Internet based upon user entered search terms would be placed in this category. This would include sites like Google

Search Engines - Images/Video

Sites that allow searches for images on the Internet based upon user entered search terms would be placed in this category. This would include sites like Google Images.

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.

Self-Help

This category is for sites that promote a variety of self-help advice and contacts for users. Examples of sites that would fall within this category includes www.talktofrank.com

Sex Education

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

Sex /Adult

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

SMS Messaging

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

Social Issues and Support

This category is for sites dealing with social issues and also offering support facilities. These sites include those produced for The Samaritans and Alcoholics Anonymous. There will be some overlap with this category and "Self Help Sites".

Social Networking

These sites offer facilities for a variety of dynamic social interactions. Examples of such sites would include myspace.co.uk and www.bebo.com.

Sport - Hunting and Gun Clubs

This is a more specific sports category that covers sites that support or represent hunting and gun clubs.

Sports

This category is for sites that deal with all aspects of sport such as the Amateur Athletic Association website.

Tasteless/Illegal/Questionable

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

Technology Information

Any site dealing with technical products and other aspects of technology both hardware and software is assigned to this category. These sites principally though not exclusively relate to IT.

Travel

This category covers sites that deal with information relating to all aspects of travel and holidays. An example of this type of site is "Expedia.co.uk" or "thomascook.com".

Under Construction Site / 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.

URL Translation

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

Violence

Sites that contain materials depicting and promoting violence are included in this category. Examples of these would be "The American Nazi Party" , "Stormfront" or the Ku Klux Klan.

Weapons

This category is used for sites that promote the use of weapons such as "www.autoweapons.com" that actively promote and weapons including automatic weapons.

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.

Web-based chat

These sites offer only web-based chat.

Web-Based chat & email

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

Web-based email

These sites offer web-based e-mail facilities for example hotmail.com or gmail.com

1.4 School Policies

1. Default Policies

The Local Authority by default provides two filter policies to its schools. These are the primary and the secondary policies. Unless schools actively choose otherwise, one of these policies will be applied to each school.

- Primary schools will have the primary filter applied to its curriculum network and the secondary filter to its admin network (where they are separated).
- Secondary schools will have the secondary filter applied to both curriculum and admin networks.

2. Optional Policies

In addition there are three further policies, which can be adopted only for specific machines on a schools network. These policies are:

- The Staff Policy,
- The Staff With Webmail Policy,
- The technician Policies.

Schools may wish to adopt these policies for specific machines to provide a wider range of access to the Internet for members of staff.

These policies can only be used providing the following requirements are met:

- The computers must **not** be accessible by pupils at any time
- The computers must have static IP addresses
- The computers must fall within a strictly limited, continuous block of sequential IP addresses agreed by Atomwide.

The Staff and Technician policies can be applied to specific IP ranges by raising a case with Atomwide via their support case.

To apply the "Staff With Webmail" policy schools must first complete the "W.S. Schools Internet Filtering Policy Agreement" (found on page 16 of this document) and tick the boxes as appropriate. The policy will not be applied without this agreement. This policy will only be applied to a maximum of eight machines per school.

3. Category or URL Options

Head teachers may also elect to make use of one or more of the "Whole category Options" or the "Specific URL Options". These options allow access to either whole categories or specific website addresses (URLs) that are not considered suitable for being allowed under the standard filter options. They do however; have educational merit in certain circumstances.

Head teachers choosing to take up this option, through their Filter Administrator, will realise that the risks of exposure to inappropriate content or abuse of the schools network are higher when accessing these sites and any services they might offer. As a result those Head teachers will need to ensure that correspondingly higher levels of supervision are used when and where these websites are being accessed.






Schools may decide to only allow the Whole Category Options or Specific URL Options to be only made available in certain areas in the school based on a specific IP range, for example in a sixth form area. Where this is the case these policies can only be used providing the following requirements are met:
















- The computers must only be accessible to the appropriate pupils/students.
- The computers must have static IP addresses/ a specific range limited by DHCP from within the WS WAN IP range allocated to the school.
- The computers are best allocated within a continuous block of sequential IP addresses.


























Which categories are available through each filter type are shown in the table below. Categories marked NOT ALLOWED in the LA Blocked Sites column are those that are always blocked and are not available under any circumstances. Some of these categories allow specific URLs as an option under exceptional circumstances. The local Authority must approve these specific URLs before access can be granted. Nominations for URLs to be made an exception should be sent to ictinschools@westsussex.gov.uk









































Key - **Category Always Blocked**
 Category Allowed
 Category Blocked



		Default School Policies		Optional Fixed IP Policies		
Category	LA Blocked Sites	Primary	Secondary	Staff	Staff with Webmail	Technicians
Abortion - prochoice		N	Y	Y	Y	Y
Abortion - prolife		N	Y	Y	Y	Y
Activist/Advocacy Groups		Y	Y	Y	Y	Y
Adware, Spyware, Malware	NOT ALLOWED					
Alcohol and Tobacco		N	N	Y	Y	Y
Alternative Journal Site		Y	Y	Y	Y	Y
Alternative Lifestyles		N	Y	Y	Y	Y
Art & Culture		Y	Y	Y	Y	Y

		Default School Policies		Optional Fixed IP Policies		
Category	LA Blocked Sites	Primary	Secondary	Staff	Staff with Webmail	Technicians
Bad Link		Y	Y	Y	Y	Y
Banner/Ad Servers		Y	Y	Y	Y	Y
Blogging		N	N	Y	Y	Y
Bullying	NOT ALLOWED					
Computer Security		N	Y	Y	Y	Y
Criminal Skill	NOT ALLOWED					
Directory Listing	NOT ALLOWED					
Drugs - Debate		N	Y	Y	Y	Y
Drugs Illegal		N	N	Y	Y	Y
Drugs - Prescribed		N	Y	Y	Y	Y
Entertainment		Y	Y	Y	Y	Y
Extreme Site		N	N	N	N	N
Forums		N	N	Y	Y	Y
Free Downloads		N	N	Y	Y	Y
Gambling		N	N	N	N	N
Games - educational		Y	Y	Y	Y	Y
Games - General		N	N	N	N	Y
Gay & Lesbian Issues		N	Y	Y	Y	Y
General News		Y	Y	Y	Y	Y
Hate Speech		N	N	N	N	N
Humour		N	N	N	N	N
Image		Y	Y	Y	Y	Y
Internet Auction		N	N	N	N	N
Job Search		Y	Y	Y	Y	Y

		Default School Policies		Optional Fixed IP Policies		
Categories	LA Blocked Sites	Primary	Secondary	Staff	Staff with Webmail	Technicians
Match Making	NOT ALLOWED					
Medical		Y	Y	Y	Y	Y
Messaging		N	N	N	N	N
Miscellaneous		Y	Y	Y	Y	Y
Music downloads		N	N	N	N	N
MP3 Downloads		N	N	N	N	N
Occult		N	N	N	N	N
Online Investing		Y	Y	Y	Y	Y
On-line portal		Y	Y	Y	Y	Y
On-line Sale		Y	Y	Y	Y	Y
Open Resource Sharing		N	N	N	N	N
Political		Y	Y	Y	Y	Y
Proxy Anonymizer	NOT ALLOWED					
Redirector Web page		Y	Y	Y	Y	Y
Religion		Y	Y	Y	Y	Y
Ringtones	NOT ALLOWED					
Search Engines		Y	Y	Y	Y	Y
Search Engines - Images / Video		N	N	Y	Y	Y
Security Threat	NOT ALLOWED					
Self-Help		Y	Y	Y	Y	Y
Sex Education		Y	Y	Y	Y	Y
Sex / Adult	NOT ALLOWED					

		Default School Policies		Optional, Fixed IP Policies		
Categories	LA Blocked Sites	Primary	Secondary	Staff	Staff with Webmail	Technicians
SMS Messaging	NOT ALLOWED					
Social Issues and Support		Y	Y	Y	Y	Y
Social Networking		N	N	N	N	N
Sport - Hunting & Gun Clubs		N	N	N	N	N
Sports		Y	Y	Y	Y	Y
Tasteless/ Illegal/ Questionable	NOT ALLOWED					
Technology Information		Y	Y	Y	Y	Y
Travel		Y	Y	Y	Y	Y
Under Construction / Domain Holding	NOT ALLOWED					
URL Translation		Y	Y	Y	Y	Y
Violence	NOT ALLOWED					
Weapons	NOT ALLOWED					
Web Hosting		Y	Y	Y	Y	Y
Web-based chat	NOT ALLOWED					
Web-Based chat & email	NOT ALLOWED					
Web-based email	Only allowed on specific IPs under the Staff with Webmail policy	Specific IPs Only	Specific IPs Only	Specific IPs Only	Specific IPs Only	Specific IPs Only
Uncategorized sites	NOT ALLOWED					
LA Allowed		Y	Y	Y	Y	Y
LA Blocked	NOT ALLOWED					

1.4 Permitted Internet Protocols and Port numbers

ICMP

Currently all ICMP types are permitted in the outgoing direction, although this is only intended during the installation and migration phases of the network implementation.

TCP

FTP (Port 20/21) allowed for outbound connections for file transfer.

HTTP (Port 80) allowed for outbound connections to facilitate general HTTP browsing.

HTTP (Port 8080 Alt HTTP) allowed for certain sites using this IANA reserved port.

SSL Port 443 (Secure Sockets Layer) is allowed to facilitate SHTTP for encrypted browsing, this may be achieved by configuring your browser to make requests to **proxy.wsgfl.org.uk** .

UDP

Currently no UDP encapsulated data transfer is permitted with the Internet.

Mail delivery and reception is provided by SMTP, HTTP and POP3/IMAP4 connections as appropriate by connection to/from the mail server (mail.wsgfl.org.uk).

A time server is available at **time.wsgfl.org.uk** for NTP queries.

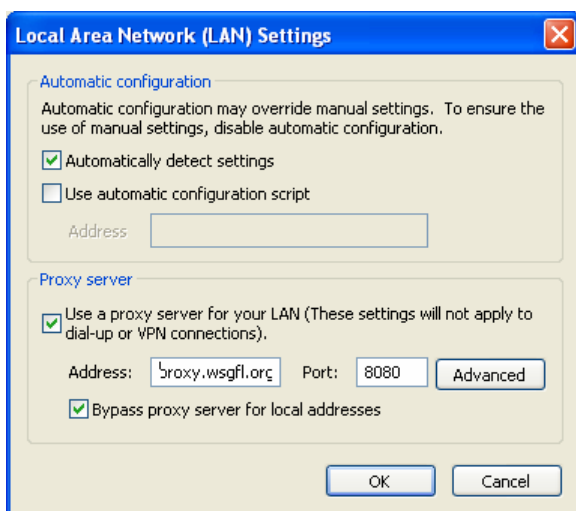
HTTPS

In order to access secure sites (such as online forms on the West Sussex Grid for Learning) computer Internet Explorer settings need to be set to use the wsgfl proxy server to access the Internet.

These settings can be found in Internet Explorer under: Tools, Internet Options, Connections and then LAN Settings.

The proxy server address is **proxy.wsgfl.org.uk** and the port number to use is **8080**.

The LAN Settings for machines that need to access secure sites should look like this –



1.6 Contacts for Changes and Queries

Please e-mail any general questions or requests you have relating to this policy, in the first instance, to: ictinschools@westsussex.gov.uk or telephone 01243 777926

If, through your general use of the Internet in school, you find a website which you believe should be blocked. Please do the following:

- Firstly identify the blocked category that you believe it should be in.
- Then please ask your schools Nominated Contact to use the Atomwide support site to request reclassification of the site into that category.

Likewise, if you find a useful website at home that you later find is blocked in school but you believe it is incorrectly classified, then a very similar process is required.

- Firstly identify the allowed category that you believe it should be in.
- Then please ask your schools Nominated Contact to use the Atomwide support site to request reclassification of the site into that category.

The support site can be found here - <http://support.atomwide.com>

Reclassification requests are created under the "Webscreen" tab and under "URL Categorisation".

If you have queries regarding the use of the support site then please call the Atomwide helpdesk on 01689 814777. Please have your school DCSF Number ready as you will be asked to enter this before the call will be accepted.

Please Note - Correctly classified sites will not be moved into other categories simply to permit their use.

1.6 West Sussex Schools Internet Filtering Policy Agreement.

To be signed by the Headteacher and faxed back to the ICT in Schools team on 01243 756792 or e-mailed to ictinschools@westsussex.gov.uk

1. I confirm that I have fully read and understand the West Sussex Schools Internet Filtering Policy ("the policy") ☐
2. I confirm that the policy should be used in conjunction with the schools Acceptable Use Policy. ☐
3. I confirm that I agree to adopt the terms of the policy in terms of my schools Internet use. ☐
4. I **would like** to make use of the one or more of the category options available through the policy. ☐
5. I **would like** to make use of the "Staff with Webmail" option available through the policy. ☐
6. I **would not** like to make use of the one or more of the category options or the "Staff with Webmail" policy available through the policy and would like to continue using the standard filtering package. ☐
7. If I have chosen to make use of the "Staff with Webmail" policy or any of the category options I accept that the school is responsible for the increased level of supervision required by allowing access to these sites. ☐

*Please tick the boxes above as appropriate (chose 4 or 6 **not** both)*

Headteachers Name	
School Name	
DfE Number	
Email Address	
Daytime telephone number	
Signed	
Dated	

1.7 West Sussex Filtering Administrator Nomination Form

Please nominate the member of staff who will act as the Filtering Manager for your school. This may be the person who is responsible for running your school network and should be one of the people already identified as a 'nominated contact' for your school.

Please scan the completed form and attach to a case raised on the Atomwide Support Site (or Fax it to the **Atomwide Support Services Help Desk**: 01689 814778). 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 West Sussex standard filter policy and you must be willing to accept responsibility and liability for any inappropriate use by staff or students.

Please replace _____ with the below person named below as the Filtering Administrator.

Name:

Position within school:

Email address:

Daytime telephone number:

Evening / mobile telephone number:

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.

Headteachers Name	
School Name	
DfE Number	
Email Address	
Daytime telephone number	
Signed	
Dated	