**School ISP and Internet Filtering Service**

**Name of school or establishment: ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_**

**Please tick one of the options below for your site and then scan and email the completed form to** [**ITSecurity@coventry.gov.uk**](mailto:ITSecurity@coventry.gov.uk)**, or post to ICT Security,** One Friargate, Coventry, CV1 2GN.

**Option 1 - Site management of web filtering**

Can you please complete the nominations of those staff members who will be authorised to apply changes to filtering rules within your establishment in the tables below:

**Admin Network**

|  |  |  |
| --- | --- | --- |
| Name | Tel No | Email address |
|  |  |  |
|  |  |  |
|  |  |  |

*Note : insert additional rows if more names are required*

**Curriculum Network**

|  |  |  |
| --- | --- | --- |
| Name | Tel No | Email address |
|  |  |  |
|  |  |  |
|  |  |  |

*Note : insert additional rows if more names are required*

I confirm that I am happy with the details above and that although the service has been procured and installed by Coventry City Council, overall responsibility for web filtering lies with our establishment.

Signed

Headteacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Chair of Governors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**It is important that you notify ICT about staff changes within the establishment that will affect users who are authorised to apply updates to your filtering profile**

**Option 2 – ICT Services management of web filtering**

In order for ICT Services to respond to requests to change filtering options, changes will only be accepted from authorised staff via email using the email accounts identified below. Emails should be sent to [servicedesk@coventry.gov.uk](mailto:servicedesk@coventry.gov.uk).

Can you please complete the nominations of those staff members who will be able to submit requests in the tables below:

**Admin Network**

|  |  |  |
| --- | --- | --- |
| Name | Tel No | Email address |
|  |  |  |
|  |  |  |
|  |  |  |

*Note : insert additional rows if more names are required*

**Curriculum Network**

|  |  |  |
| --- | --- | --- |
| Name | Tel No | Email address |
|  |  |  |
|  |  |  |
|  |  |  |

*Note : insert additional rows if more names are required*

I confirm that I am happy with the details above and that responsibility for applying web filtering lies with ICT Services, however overall responsibility for ensuring web content is, and continues to be, appropriate remains with our establishment.

Signed

Headteacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Chair of Governors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**It is important that you notify ICT about staff changes within the establishment that will affect users who are authorised to request updates to your filtering profile**

**IMPORTANT – Unfiltered Internet Service**

**For those schools/academies that have chosen to take an unfiltered internet service from ICT and make this available to the whole or part of the school network, on the basis that filtering of this traffic will be controlled by the school locally.**

Unfiltered internet traffic can be provided on the explicit understanding that the school/academy has its own web-filtering solution in place that is robust enough and actively managed by the school/academy to provide adequate protection in line with your internet usage policies.

To achieve this ICT can use a feature within the Smoothwall web filters which uses a port setting to bypass all web filtering for the school network ranges agreed with the School ICT Manager. The setting will be given to your ICT Manager/Technician and again the service is provided on the understanding that this knowledge is used only within the school’s internet usage policy where additional devices are connected to this service.

For further information or queries regarding this please contact the ICT Service Desk on 024 7678 6620, or email service.desk@coventry.gov.uk.

Please sign below to confirm that:

1. On behalf of the school/academy, you accept the safeguarding responsibilities for your establishment in electing to take this unfiltered internet service and that you have appropriate processes in place to monitor internet usage and take actions in the event that inappropriate content has been accessed either by pupils or staff.
2. That you understand that the City Council reserves the right to monitor, intercept and disclose any transmissions over this network connection and to provide internet usage information, for example, in response to lawful investigations by appropriate authorities.

Signed

Headteacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Chair of Governors\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 1**

**How Smoothwall web-filtering works**

An end user opens up a web browser and types something into the address bar or search engine. This request is passed to filtering service which checks the network location the request has come from (admin or curriculum) and matches this to a rule or category. It uses a top down processing method so as soon as a match is found it applies that rule.

Example 1) An admin or curriculum user opens a web browser and types ‘www.page3.com’ into the address bar.  The filter engine categorises this as Pornography, applies rule 3 (see list below) and displays a block page to the end user.

Example 2) a curriculum user enters www.ladbrokes.com in the address bar.  The filter engine categorises this as gambling, applies rule 12 and displays a block page to the end user.

Example 3) a curriculum user enters www.bbc.co.uk/football in the address bar.  The filter engine categorises this as entertainment (sport), applies rule 11 and allows the access

**Processing list**

1) global whitelist - allow (Education and reference, academic software updates, cbeebies)

2) beacon.coventry.gov.uk – allow (admin networks only)

3) global blocklist – block (Pornography, violence)

4) unknown locations – block (unknown internal IP addresses)

5) Transparent proxy - block

6) Transparent proxy – allow

7) Custom (Your school) - allow

8) Custom (Your school) - block

9) Admin networks template – allow (BECTA - relaxed)

10) Admin networks template – block (BECTA - relaxed)

11) Curric networks template – allow (BECTA)

12) Curric networks template – block (BECTA)