

## **Staff Request to Allow Blocked Website Procedure**

With the recent change to a new content filtering system we have implemented a new process in which you can request access to a blocked website. This ability is for staff access only and not students. If a student has a request for a website that has been blocked by our filtering system they must have a staff member submit the request. The steps to request an educationally appropriate web site are listed below.

1. If you attempt to access an educational website and receive the message "Access Denied" you will either have the choice of logging in with your login and password or you can select "submit it for review".
2. After selecting Login you will enter your login name and password. The login name and password is the same as your login and password to access the network and email. At this point the system may allow access depending on the actual web site.
3. If access is still not allowed you can now select "submit for review" and then you must enter your email address and reason for needing access. We will review each submitted website to either allow access or not.
4. Once you have submitted the site for review you will see the message "You have submitted this page for review"

We will attempt to review and contact each user within 48 hours. Please pre-test any website that you will want to use in your classroom at least 48 hours before requesting access so that we have time to review and make the necessary changes.

As with any new system there will be a learning curve for everyone so please be patient as we will make every attempt to grant access as quickly as possible. While it is impossible for us to check every web site and know what has and has not been blocked the filtering system is currently set to allow all educational websites.