

Students

INTERNET CONTENT FILTER OVERRIDE NOTIFICATION/SITE REVIEW **SR 5206.02**

Purpose:To provide a process for notifying a supervisor when an employee uses her/his override login to bypass a filtered Internet site.

To provide a process for reviewing in Internet site that has been blocked and may be deemed appropriate for educational use.

Timeline:Ongoing; daily

PROCEDURE

1. Filter administrator in the Technology Support Services (TSS) department receives 2 types of notification via email:
 - override login used to bypass a site blocked by the Internet Content Filter (Filter); and
 - Request for Site Review.
2. Filter administrator forwards the notification to the appropriate supervisor.
3. If the notification received is a Request for Site Review, the supervisor reviews the site to determine suitability for students.
 - If the site is determined to be suitable, the supervisor notifies the filter administrator.
 - Filter administrator adds the site to the exception list in the filtering software.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 06/01/2004

Date Revised: