SCHOLARS
INDIAN SCHOOL

FILTERING POLICY

Introduction

Filtering is a technology that stops users from accessing certain websites or URLs, by using different filtering strategies and mechanisms. School wants their students to be productive and focused on their studies during school time.

Purpose

The purpose of the policy is to:

- Ensure that all school use of the internet is legal and complies with school values and policies.
- Ensure staff and students have access to web sites and internet services legitimately needed for their schoolwork.

Filtering policy supports the Laptop Acceptable Use Policy (AUP) & Technology Usage Agreement.

Scope

This policy applies to:

- All staff, students, visitors and other authorised used of IT facilities and services.
- All authorised users connecting to IT services from either personal (BYOD) or school owned facilities.

How do we block Distracting Internet sites at School?

School maintains two networks.

- **Administrative Network-This network belongs to administration department and all the data are maintained in this network. This network is run by Sonic wall router with a firewall. Students and teachers have no access to this network.**
- **Teaching and learning Network-This network belongs to teachers and students for their academics. Filtering mechanism is implemented in this network.**

The main filtering methods which we have implemented in our school are:

1. ***URL Filtering /Web Filtering (whole school):*** Add specific URLs and domains to a block list (blacklist) to block just those pages or block all websites except for a select few that are added to an allow list (white list).
2. URLs blocked-Nearly 50 unwanted/content inappropriate websites have been scrutinized and blocked.

Filtering policy ensures the safe usage of network. Scholars Indian Private School adopts the following filtering structures to ensure safe and smooth functioning of classes.

- School website, www.rakscholars.com and all the portals outgoing from internal server is protected by SSL security certificate.
- Virtual platform, Microsoft Teams is protected by Microsoft.

- Video streaming and social media are blocked in teaching and learning network, which will be enabled only on request from the teacher to the IT Coordinator. However online shopping, porn site and all other inappropriate websites are invariably blocked.
- ESET NOD32 Antivirus is installed in all the computers and servers. Only websites with https is enabled. All unsecure websites are blocked by ESET NOD32 Antivirus.
- Different WiFi and passwords are enabled in different school blocks, which will be provided only to teachers on request.
- Any student session requiring WiFi will be given temporarily, which will be changed immediately after the required session.

Why do schools block websites?

1. To protect students from harmful and in appropriate websites.
2. To improve student's online privacy and security
3. Reduce internet abuse in the school premises.
4. To minimize the chance of cyber bullying
5. To minimize distracting sites while studying
6. Keeping students away from online predators/hackers
7. To keep teachers and staff focused on their work.

USER LEVEL FILTERING

PRINCIPAL

- Can access both admin network and teaching and learning network.
- Can access all the classes of all teachers, MS Teams and school website.
- However Data accessibility is possible through authorised personnel.

TEACHERS

- Access their allotted classes only (MS Teams)
- Accessibility is given on special conditions
- Access the classes only allotted in the timetable to enter in Orison and school website.
- At the same time they have no access to admin network at any cost.

ADMINISTRATIVE WING (Accountant, Secretary, Admin staff)

- No access to learning and teaching network.
- No access to MS teams, School website and portal.
- Data accessibility is possible through the authorised personnel.

NON-ACADEMIC STAFF

- No access to learning and teaching network.
- No access to teams, website and portal.
- Data accessibility is not possible through the authorised personnel.

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PASSWORD FILTERING POLICY

- We have configured two steps verification process, ***Multi-factor authentication (OTP system)*** for all users in the Microsoft 365 learning platform.
- We have enabled ***self-service password reset*** for all users in the school website and Microsoft
  365 learning platform to ensure that users are able to recover/reset their passwords themselves.
- User login credentials and passwords are provided to all staff and students to access the online platform including the school websites and MS Teams.
- All are requested to change password on a regular basis.
- Any student or staff who no longer exist in school will be declined access to all school online platforms.

Adopted: April, 2020 **Reviewed and updated: April, 2025**

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