

## Web Content Filter Elevated Access Authorization Form

### Introduction

The Travis Unified School District (hereafter “TUSD,” or the “District”) is subject to the requirements of the Children's Internet Protection Act (CIPA), a federal law that requires K12 school districts to implement an Internet content filter as a measure to protect children from harmful online content on all District computers with Internet access. Accordingly, the District has a content filter appliance in place which monitors, evaluates, and restricts access to Internet content based on content classification categories, rule sets, and other web content filtering/policy techniques.

The reason for these laws and policies is not intended to place overly-limited restrictions on TUSD staff, but to best protect our students from the broad range of content available on the Internet that may not be appropriate for their consumption. The policies and guidelines listed below provide the information and means for staff to have the access to Internet content in order to enable TUSD staff to perform their instructional and non-instruction-based job functions.

### Student (Default) Access

Student Access, which is the default Internet access policy for all devices connected to the TUSD network, includes forced safe search (Google, YouTube and Bing), access to YouTube for Schools, safe blogs and forum sites, and access to “normally allowed” categories of sites based on content filter classification.

The content filter has strict rule sets to block harmful sites, including but not limited to: adult, alcohol, drugs, gambling, offensive, pornography, suspicious, and violence related sites, weapons sites, file hosting sites, audio/video streaming sites, peer to peer sites, game sites, and sites determined to be security risks. No exception will be made to unblock sites classified under these categories.

Certain sites or Internet resources are blocked based on industry content classification categories. For example, a law firm that serves the wine industry may be mistakenly classified as an alcohol related site. There is also a growing need for unlocked access to YouTube videos for instructional purposes. Therefore, this authorization form is available for a TUSD employee to request elevated access.

Technology Services will no longer grant individual exceptions to content filter policy rule sets. Staff who require access to blocked sites will have their need evaluated and granted based on the criteria outlined for Elevated Access, below.

### Elevated Access

Staff, who can demonstrate a valid instructional or business need, can request authorization for elevated content filter access. Elevated access grants the staff member least restrictive access to Internet sites including full access to YouTube, Vimeo, social networking sites, file sharing sites, and other Internet sites/resources in addition to normally allowed sites.

Staff who wish to request elevated access must complete this authorization form and have their respective site principal/manager approve it. Once turned in to Technology Services, elevated access will be granted for the employee's account to be used on District-owned computer system assigned to a full-time employee or physical classroom only. Elevated access will not be granted to staff using personal devices, tablets, or other unsupported systems.

Note: Internet sites related to alcohol, drugs, gambling, pornography, "peer to peer" trafficking, dating, and the like, as well as sites classified as security risks, shall be blocked and no exception will be made to unblock these sites.

### Authorization Form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Room/Office: \_\_\_\_\_

Department/School Name: \_\_\_\_\_

Reason for Elevated Access:

\_\_\_\_\_  
\_\_\_\_\_

Terms & Conditions (initial each item below):

\_\_\_ I will only access Internet resources that are aligned with my job duties or teaching lessons.

\_\_\_ I will not utilize elevated access for personal Internet usage.

\_\_\_ I will ensure my assigned computer system that is configured with elevated access will not be used or operated by students.

\_\_\_ I agree not to consume full-length movies from Internet sites including, but not limited to, YouTube, Netflix, Amazon Prime, Vimeo, etc.

\_\_\_ I agree to preview all Internet and video content to ensure that any advertisements, page objects, and/or related material displayed in view before, after, and during the content/video presentation is appropriate and will ensure children/students are not subject to harmful content as a result of my elevated Internet access.

I have received, read, and understand the above terms & conditions and agree to these terms as a condition of my elevated Internet access. I understand that failure on my part to follow these terms and conditions may result in denial of elevated access for me or my department, and employee discipline up to and including termination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/Principal Approval:

\_\_\_ I approve this request for elevated access for the above named employee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If approved: return this form to the Technology Services Helpdesk via inter-school mail for processing. Elevated access will be granted within two business days of receipt of this authorization form. The employee will be advised via email when the access authorization process is complete. Software installation may be necessary.