



Instructional Technology Services
Website Review Committee

Blocked Internet Site Procedures

Access to Websites: As stated in the Richland One Acceptable Use Policy and Administrative Rules, the district will block access to certain sites when recognized and warranted. Use of the web system for educational purposes includes classroom activities and professional or career development opportunities.

Board procedures governing the use of the Internet are: IFBD-R Materials Selection, JHCCR-R Student Publication and KNBA-R Complaints about Instructional Materials. When using the Internet for class activities, teachers will select material appropriate for the age of the students and relative to the course objectives. Teachers will provide students with instruction on evaluation and appropriate use of web resources. Teaching assignments that include websites listed in Holists, Knowledge Hunts, Web Quests, etc. should be reviewed by the teacher for appropriateness prior to recommendation for student access. Students should be initially directed to district and state online resources such as: DISCUS, Informal, Grolier, SIRS, ProQuest Professional, Opposing Viewpoints, Britannica Online, Wordbook Online, etc. before being allowed to seek information from general search engines/directories such as Google and Yahoo. This first step provides quality resources as well as the effective search skills and strategies necessary for locating online information. Teachers should be responsible for student activity by providing appropriate assignments and careful supervision. Deliberate student infractions should be handled according to the Student Discipline Code.

These guidelines replace all previously held formal or informal procedures related to the blocking of websites that support the instructional program. The following procedures will govern access to sites.

1. The Web Review Committee will determine which categories of sites are automatically blocked.
2. The Web Review Committee has been established to review and evaluate websites to determine whether sites should be blocked or not.
3. The Web Review Committee will have the capability to access sites for review.
4. Sites considered inappropriate, as defined by the AUP, should be reported by the attending teacher to the school information technology specialist.
5. Sites considered inappropriately blocked or blocked when needed for an instructional purpose, as defined by the AUP, should be reported by the attending teacher to the school information technology specialist.
6. The information technology specialist should direct those with concerns about a website to the **Website Review Form** found on the Instructional Technology Services website. Directions, included on the form, should be followed for submitting a request for a website to be blocked or unblocked to the chair of the Web Review Committee.
7. The Web Review Committee chair will forward the request to members of the committee who will review the site and make recommendations based on the rational need and AUP guidelines.
8. The Web Review Committee chair will review the recommendations and forward the decision to block or unblock sites to technical support for immediate implementation of the decision.
9. The requesting party will receive a response within four days.
10. Sites previously available but which become blocked may be unblocked while the review is in process.
11. Sites considered inappropriately blocked or blocked but needed for an instructional, career or professional purpose by district or administrative personnel should be reported directly to the Web Review chair and procedures as stated above will be followed if necessary.
12. Additional committee members may be added as needed.
13. The purpose of the committee is to provide review of websites that are inappropriate for students to access and view. The committee does not engage in censorship or in blocking sites that are marginally distracting. The purpose is to ensure student safety while students are engaged in Internet activity.