



Process for Unblocking Websites

Purpose

The Spring Independent School District (Spring ISD) takes every precaution to make sure students and staff members only have access to appropriate website/app content. Additionally, the district must **ensure compliance with laws (including CIPA, COPPA, etc.)**, and that website /app will not negatively impact Spring ISD systems. The following procedures for requesting a website/app be unblocked were established to maintain accountability throughout the process.

Scope

This process applies to all staff members of Spring ISD.

Campus Procedures

1. Staff members will complete a **Request to Unblock Website form. (attached)**
2. The **Campus Liaison Teacher (CLT)** and Principal will receive the request. The CLT and Principal will review and evaluate the website for educational value.
3. If the school agrees the site **should NOT be unblocked**, they will notify the teacher in writing and copy the Principal. The CLT can then assist the requesting teacher find more appropriate material to meet the instructional target.
4. If the school agrees the site **should be unblocked**, the CLT will sign and date the **Request to Unblock form** and have the Principal sign and date the form as well.
5. The CLT or the Principal will forward the form to Curriculum (**Susan Pelezo**). Curriculum Dept. will evaluate the website for educational value, and will approve or reject the request based on their evaluation.
6. If Curriculum rejects the request they will notify the Principal in writing and copy the CLT.
7. If Curriculum approves the request, they will sign and date the **Request to Unblock form** and forward it to Technology.
8. Technology will evaluate the website to **ensure it compliance with appropriate laws (including CIPA, COPPA, etc.)** and that website /app will not negatively impact Spring ISD systems before unblocking them. Base on Technology's evaluation they will approve or reject the request.
9. If Technology rejects the request they will notify the Principal in writing and copy Curriculum.
10. If Technology approves the request the website will be opened and they will notify the Principal in writing and copy Curriculum.



Department Procedures

1. Staff members will complete a **Request to Unblock Website form. (attached)**
2. The form will be signed by the requestor's **Supervisor** and forwarded to Technology.
3. Technology will evaluate the website/app for content and to make sure opening will not negatively impact Spring ISD systems before unblocking them. Base on Technology's evaluation they will approve or reject the request.
4. If Technology rejects the request they will notify the requestor in writing and copy their Supervisor.
5. If Technology approves the request the website will be opened. They will notify the Requestor in writing and copy their Supervisor.



REQUEST TO UNBLOCK WEBSITE Form

In the realm of Internet filtering, the ultimate concern is for the safety of children while at the same time providing access to information. In accordance with the Children's Internet Protection Act (CIPA), Spring ISD employs internet content filtering software to block inappropriate content. Occasionally a web site that has inappropriate content slips through the filter or a web site that students or staff need to access is blocked. If you feel that you have found a URL that is mishandled by our filter, please **read and understand all of the following** before proceeding.

This form allows you to request a change to the way a URL is handled by our internet content filter. If you are requesting that a blocked site be unblocked, please be prepared to defend the instructional or professional value of the site. As an educational institution, we rarely make exceptions to filter categorizations unless the site is instructional in nature. Also, please determine that comparable content is not already available on some other (unblocked) web site.

It is also important to note that all sites unblocked affect the entire building group (staff and/or students).

Requestor's Name _____

Date of Request _____

Building: _____

Grade or Subject Area Teaching: _____

Web Site address to unblock (URL MUST be included – copy and paste web address from browser):

What is the instructional reason you need this site unblocked?

What is the reason you need this site unblocked?

Is this a temporary or permanent unblocking?

When do you need to begin using this site?

Other comments:

Spring Independent School District



What change are you requesting for this website?

- Block Unblock

Select the group(s) for which you are requesting the change:

- Staff Students

The signatures below verify that the website has been thoroughly investigated, including all pages within the URL of the site for appropriateness and compliance with school board policies.

Name of Requestor (Please print)

Signature of Requestor

Date

Signature of CLT

Date

Request Approved Request Denied

Signature of Principal

Date

Request Approved Request Denied

Signature of Curriculum Dept. Designee

Date

Request Approved Request Denied

Signature of Requestor's Supervisor

Date

Request Approved Request Denied

Signature of Technology Director

Date

Request Approved Request Denied

Tech Department Office Use Only

Date unblocked _____ Site Unblocked By: _____