



**HABITAT SCHOOL**  
**AL TALLAH, AJMAN**

# **FILTERING POLICY**

**2020-2021**

**MEMBERS OF THE COMMITTEE:**

**Ms. Mariyam Nizar Ahamed – Principal**

**Ms. Huma Ather – Vice Principal**

**Ms. Thasni Shahal – Software Analyst**

**Mr. Abdul Azeez – System Administrator**

**Ms. Nimisha Chinnakuttan – Computer Science Department**

**Ms. Mohaseena Useph - Computer Science Department**

**Policy Framed Date: 01/04/2020**

**Next Review Date: April 2022**

## **Filtering Policy**

### **Purpose**

The purpose of this policy is to filter Internet use from devices connected to the Habitat School network, wired or wirelessly. These are designed to help ensure employees use the Internet in a safe manner and to protect the Habitat School assets.

### **Scope**

This policy applies to all anyone accessing the Internet on devices that are connected to the Habitat School network, including School owned, personally owned, and mobile devices.

### **Internet Use Filtering System & Rules**

Habitat School shall block access to all websites that are categorized by our security systems as Critical Risk

### **Internet Use Filtering Rule Changes**

The Network Admins, in conjunction with the Online safety group, will periodically review and recommend changes to Internet filtering rules. Senior Leadership shall review these recommendations and decide if any changes are to be made.

### **Internet Use Filtering Exceptions**

If a website is blocked, employees should consult with their manager before requesting an exception. Managers may submit a request to review a blocked website by contacting the Habitat IT Administrator.

The Network Admin will review the request, will communicate updates to the employee and manager, as well as the Habitat Online Safety team, as needed.

- If the Network LAN Admins determine a website is properly categorized per our security systems, the security team shall be consulted to decide if changes are to be made, such as unblocking the website, if proper business justification has been documented by the employee and manager.
- If the site is confirmed to be mis-categorized by the vendor(s), the Network LAN Admins may unblock the site until the necessary changes are released by the vendors.

## **Enforcement**

The Network Admins and the School Online safety team will periodically review Internet use filtering systems and processes to ensure they are in compliance with this policy.

## **Review**

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 2 year. The policy review will be undertaken by the Principal, or nominated representative.

**Policy Framed Date: 01/04/2020**

## **Contact**

If you have any queries or concerns regarding this policy then please contact [itsupport@tallah.habitatschool.org](mailto:itsupport@tallah.habitatschool.org).