



POLICY 8.125

4-B I recommend that the Board adopt the proposed new Policy 8.125, to be entitled "District Review and Filtering of Web Sites."

[Contact: Judith Klinek, PX 43876.]

Adoption

CONSENT ITEM

- The Board approved development of this proposed Policy at the Special Meeting on Policies on October 24, 2007. Line 38 reflects an amendment requested at that meeting, regarding the ability of students to make requests anonymously.
- The District's Sensitive Topics Committee was involved in drafting this proposed new Policy with input from Information Technology.
- The Policy sets forth procedures and standards for review and filtering of Web sites, and requests for blocking or unblocking sites, pursuant to the standards set forth in the Web Site Review checklist, form PBSB 2247. For convenient reference, the form is attached hereto as an appendix.

POLICY 8.125

DISTRICT REVIEW AND FILTERING OF WEB SITES

- 1
2
3 1. With input from the School District of Palm Beach County's Information
4 Technology (IT) Department, the District will purchase and use a filter to
5 determine the appropriateness of web sites to be viewed by students and District
6 employees. Criteria used to select the filter and provider of the filter will be based
7 upon: budgetary considerations, security, research on industry standards,
8 product reviews, other school districts' filtering requirements and evaluation,
9 outcome of a live demonstration, the accuracy of the filter's categories to
10 minimize false positives, and effectiveness in filtering compatibility with current
11 District technology as well as any purchasing criteria required by School Board
12 Policy 6.14 (Purchasing Department) and the State Board of Education within
13 SBER 6A-1.012.
14
- 15 2. IT shall utilize filters, firewalls, and other technology devices to attempt to block
16 any Web-transmitted malware, including but not limited to malicious software,
17 spam, viruses, worms, spyware, and adware, and to disallow any attempts to
18 circumvent these devices.
19
- 20 3. Standards for determining what Web sites will attempt to be blocked through the
21 use of the filter, as implemented by the District's IT department, are set forth on
22 the Website Review checklist, form PBSB 2247, which is incorporated herein by
23 reference. The form can also be accessed on the District's web site at:
24 <http://itsecurity.palmbeach.k12.fl.us>. The filtering provider's categories for
25 classifying web sites, however, may be broader than the areas listed within the
26 checklist. As a result, the filter may block some Web sites not meeting the
27 standards within the checklist; but requests may be made to unblock those sites
28 by following the procedures within Section (5) below.
29
- 30 4. IT shall also consider the intended recipient in determining whether a site is to be
31 blocked by the filter for a particular group.
32
- 33 5. Specific requests for whether a Web site should be blocked or unblocked may be
34 made to IT by District employees. Employees can e-mail their request to
35 blocked@palmbeach.k12.fl.us and state the link to the requested Web site,
36 whether it should be blocked or unblocked, and the reason, if known. Requests
37 from schools must come through the Principal. Students and staff members may
38 make requests to the Principal, and students may do so anonymously. The

39 Principal may review the requested site and, based on the same criteria used by
40 the IT Department--and none other--may choose not to forward the request to IT.
41 If not forwarded, the review should be documented on the Website Review
42 checklist and retained by the Principal, and the requester, if known, should be
43 notified. Alternatively, the Principal may forward the request to IT for a more-
44 detailed review. IT will, in a reasonable period of time, review the request using
45 the aforementioned criteria and standards and complete the Website Review
46 checklist to determine whether the site should be blocked or unblocked. After
47 this review of a specific request, the site should not be blocked for any reason
48 other than those within the checklist.

49
50 6. If IT finds it difficult to assess the site using the criteria, the decision will be
51 referred to the District's Sensitive Topics Committee. The Superintendent will
52 select this Committee made up of representatives from middle and high school
53 principals and academic departments, and the Committee may receive advice
54 from IT and School Board counsel. This Committee will make the determination
55 to block or unblock sites based only upon the aforementioned criteria included
56 within the checklist.

57
58 7. The District will promptly notify the requester, if known, of the decision to block or
59 unblock a site. This decision by a Principal or IT may be appealed, in writing by
60 the requester, to the Sensitive Topics Committee within 15 days of the decision.
61 Decisions made by the Sensitive Topics Committee may be appealed by the
62 requester, in writing within 15 days of the decision, to the Superintendent's
63 designee. All appeals will be reviewed using only the same aforementioned
64 criteria in the checklist. Appeal decisions will be rendered within 20 days of the
65 receipt of the appeal and will be provided to the requester, if known.

66
67 8. If a requester later demonstrates that relevant new information has been added
68 or deleted from the Web site, the District will process, according to the above
69 procedures, a new request to review a Web site previously reviewed.

70
71 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.32 (2); 1001.41(1) & (2); 1001.42(4) &
72 (23); 1001.43 (1), (3) & (6).

73 LAWS IMPLEMENTED: Fla. Stat. §§ 1001.41 (1); 1001.42 (4) & (6); 1001.43(1) & (3);
74 1002.31

75 RULE SUPPLEMENTED: SBER 6A-1.012.

76 HISTORY: __/___2007

Legal Signoff:

The Legal Department has reviewed proposed Policy 8.125 and finds it legally sufficient for adoption by the Board.

Attorney

Date



**THE SCHOOL DISTRICT OF PALM BEACH COUNTY
INFORMATION TECHNOLOGY (IT) SECURITY**

Website Review

Date Requested

Date Received

The purpose of this form is to document the review process (School Board Policy 8.125) initiated by IT Security, the Sensitive Topics Committee or the Superintendent's designee concerning blocking or unblocking websites. No criteria other than what appears in this checklist are to be used. Principals* (for school staff) or District employees* send an e-mail request to IT Security to review a website for the purpose of blocking or unblocking the site for District use. The Website review (PBSD 2247) is completed by IT Security, the Sensitive Topics Committee or the Superintendent's designees in order to determine if a site is to be blocked or unblocked. This review will be sent to the requesting principal or District staff to inform the requester of the final website review decision.

Website address (URL)

*Review requested by

Reviewed by

Review Date

REASONS FOR WEBSITE BLOCK

Date website was blocked

The website is to be blocked for the following reasons (check all that apply)

- Website has access to pictures that are obscene, showing nudity, sexual acts, or harmful to minors; or allows students to disclose or disseminate personal information, E rate requirements of CIPA (Children's Internet Protection Act) and COPA (Child Online Protection Act).
- Website contains lewd, lascivious, vulgar, obscene or plainly offensive materials.
- Website has access to chat rooms, instant messaging, peer-to-peer, social networking, blogs, guest books, dating services, e-mail capabilities and/or games.
- Website contains excessive violence, promotes hate, violence or racism, or encourages illegal activity.
- Website materially and substantially interfere[s] with the work of the school or infringe[s] upon the rights of other students.
- Website has no educational value.
- Website could impair or compromise the security or performance of the District's information system.
- Age inappropriate for intended recipient

REASONS FOR WEBSITE UNBLOCK

Date website was unblocked

- Website has educational value.

Other reasons