RAK AA
RAS AL KHAIMAH AMERICAN ACADEMY
أكاديمية رأس الخيمة الأمريكية

Filtering Policy

Summary

The purpose of this policy is to:

a. Ensure that all school use of the internet is legal and complies with school values and policies.

b. Ensure staff and students have access to web sites and internet services legitimately needed for their schoolwork.

Filtering policy supports the Laptop Acceptable Use Policy (AUP) & Technology Usage Agreement

Scope

This policy applies to:

a. All staff, students, visitors and other authorized users of ICT facilities and services.

b. All authorized users connecting to ICT services from either personal (BYOD) or school owned facilities.

Definitions

- Spyware: Programs which can collect many different types of information about a user. More benign programs can attempt to track what types of websites a user visits and send this information to an advertisement agency. More malicious versions can try to record what a user types to try to intercept passwords or credit card numbers. Yet other versions simply launch popups with advertisements.
- Web filtering: A term for content-filtering, especially when it is used to filter content delivered over the internet. Content filtering determines what content will be available on a particular machine or network; the motive is often to protect students or to prevent employees from viewing non-work-related sites.

Procedures

Summary of Roles and Responsibilities

Roles	**Responsibilities**
ICT Manager	Power to grant exclusions to web filtering. Power to resolve disputes regarding the classification, blocking or unblocking of internet categories.

Internet Filtering

The internet has become an essential tool in education and research, however, some information and sites on the internet condone or promote matters which are directly contravene RAKAA values, standards and policies.

Internet filtering can reduce the risk to the school from those who practice antisocial behavior like creating viruses, distributing spyware, attempting to break into computer networks and sending unsolicited commercial emails.

RAKAA has Sophos firewall and filtration appliance. This appliance is connected to serve as a router, protect the end users from threats and secure data; including spam, internet, content filtering, and firewall protection.

Due to copyright concerns all networks which enable the sharing of content files containing audio, video, data or anything in digital format from one client machine to another will be blocked (peer-to-peer, P2P).

Exclusion from Web Filtering

RAKAA staff and students may have a need to be excluded (in part or in whole) from web filtering if their school work, studies or research requires access to some sites. This will be handled on a case-by-case basis.
Requests for exclusion from web filtering will require the approval of:

a. The head of the relevant organizational unit, and
b. The Principal

If the request is approved, specific user group will be granted an exemption as the existing blocking system is user group based, not user-based.

Additional Web Blocks

RAKAA staff and students may request the blocking of sites they have good reason to believe are in contravention of legislation or school policies and values.
Blocking of these sites will require the approval of the Principal.

Internet Filtering Disputes

If there is any dispute regarding the classification, blocking or unblocking of internet categories the ICT Manager will be the final arbitrator.