

William S. Hart Union High School District
Technology Services Department

Internet Filter Override Account User Guide
January 27, 2009

Now that you have received an Internet Filter Override Account, you need to be aware of the restrictions and monitoring procedures currently in place. These restrictions and procedures are used to ensure that override accounts are used only by authorized individuals and only for work related Internet use.

The Internet Filter is in place to protect our staff and students from inappropriate web sites and content. Override accounts should be used appropriately and sparingly.

- 1.) ALL Internet traffic is logged on District servers. This means that any and all web sites you visit are recorded and can be reviewed at any time. The actual content of the sites are not logged, so your secure transactions are still secure.
- 2.) Your override account is to be used by you and only you on the computer you are using for work related business. It should not be used to override the filter for other users on other computers or for personal use.
- 3.) Each time an override account is used, a separate log is created which tracks the date and time of the override, the username used, the computer it was used from, the duration of the override and the website being overridden. These logs are reviewed daily to ensure that override users are not using their override account on multiple computers and that only work appropriate web sites are being visited.
- 4.) If it is suspected that either a user is inappropriately using their override account or that their password has been compromised, an immediate suspension of that account will occur, after which an investigation will take place to determine the nature of the problem or violation. If it is found that a user is inappropriately using their override account, that account will be revoked. If it is found that a password was compromised, the DTC will assign a more secure password to that user. However, multiple password compromise situations could result in an override account being revoked.

If you have any questions, please contact the DTC at 661.753.5740 x777.