

**TECHNOLOGY USAGE**  
*(Access to Blocked or Filtered Content)*

This procedure allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific Internet content.

**Unblocking Content**

District technology users who believe that a website or web content has been inappropriately blocked by the district's content filter must use the following process to request access to the blocked Internet content:

1. Users must submit a request, by e-mail or anonymously in writing, to the superintendent or designee for access. The request should include reasoning in support of the request.
2. Requests will be acted on within ten business days of the superintendent or designee receiving the request. The superintendent or designee will unblock access to the content unless there is an articulated and legal reason not to do so. The superintendent or designee may consult the district's attorney prior to making a decision. Unless the request was made anonymously, the user requesting access will be notified of the decision.
3. If access is denied, the user may request to be put on the agenda for the next Board meeting to discuss the issue. The Board has the discretion to grant or deny the agenda request. The requested material will remain blocked until the Board makes a decision, if any.

**Disabling Content Filters**

The superintendent or designee may fully or partially disable the district's content filter to enable access for an adult who is authorized to use district Internet resources to access content for bona fide research or other lawful purposes. Adult users must use the following process to request that a content filter be disabled:

1. Adult users must submit a written request to the superintendent or designee to have the content filter disabled. The request should include reasoning in support of the request.
2. Requests will be acted on within ten business days of the superintendent or designee receiving the request. The filter will be disabled only if the superintendent or designee determines that it will serve a legitimate educational purpose or otherwise benefit the district. The adult user will be notified of the decision.

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3. If the request is denied, the adult user may request to be put on the agenda for the next Board meeting to discuss the issue. The Board has the discretion to grant or deny the agenda request. The requested material will remain blocked until the Board makes a decision, if any.

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***Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.***

Implemented:

Revised: 11/21/2017

MSIP Refs: I-11

East Carter R-II School District, Ellsinore, Missouri