Filtering Policy

1. PURPOSE

- This policy sets out the principles to maintain and support research, teaching and other business activities whilst protecting users, networks and computers from unwanted network traffic and illegal or other content in breach of the regulations of UAE Data and privacy protection

2. SCOPE

- This policy covers all employees, students, contractors, interns, casual workers, agency staff, Partners, Parents and visitors using the CPS network.
- This policy applies to all communications between the School networks and the Internet, including web browsing, Applications, instant messaging, file transfer, file sharing, and other standard and proprietary protocols.
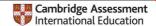
3. POLICY

- Through the use of firewall and web filtering technologies, the Crown Private School prevents access to certain categories of websites via its networks, as set out below. In compliance with the Data and privacy protection in the UAE and Internet Access Management (IAM) policy, the Crown Private School has adopted and enforce this Internet content filtering policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all devices under Crown Private School network with Internet access.

- The current Content Classification System provided through the School's firewall vendor allows for automatic site blocking based on a range of categories e.g. 'Adult', 'Hacking', 'Extremism'. The list provides an objective categorisation of sites and is actively maintained by the firewall vendor

4. CATEGORIES BLOCKED UNDER THIS POLICY ARE:

PROHIBITED DOMAINS

- This category includes top-level domains on the internet allocated for purposes that violate the laws of the UAE regardless of website content falling under them. e.g. top-level domains for pornographic material and others.

This category includes the following:

- Internet content that motivates, supports, promotes or publishes opinions that include aggression to public manners or involves corrupting youth or calling for embracing or promoting destructive principles such as homosexuality.

- Internet content that motivates and supports or promotes practice of vice, adultery, prostitution or illegal and unethical relations and the internet content related to human trafficking crimes or those including prostitution advertisements.

- Internet content that promotes or used for the purpose of trading of sexual or immoral goods such as movies, photos, drawings, books, stories, jokes in addition to electronic and interactive games, sexual games and others.

IMPERSONATION, FRAUD AND PHISHING:

This category includes the following:

- Internet content that is used in practices of deception, fraud, theft and embezzlement.

- internet content that compiles, publishes or allow others to have access to bank statements or accounts, data, credit or electronic card numbers or any electronic payment method and also the content that compiles, publishes or allows others to have access to names, secret numbers or access codes to websites or information technology means such as email and others.

- internet content that impersonates or claims status of others for fraudulent purposes.

- internet content that promotes witchcraft, voodoo or sorcery.

INSULT, SLANDER AND DEFAMATION:
- Internet content that includes materials of insult, slander and defamation.

INVASION OF PRIVACY:

This category includes the following:

- internet content that includes tools for phone tapping, espionage, theft or publication of private information or tracking, recording or intercepting communications or conversation without right.

- internet content that exposes news, photos or comments related to the private or family life even if it is true if publishing the same shall harm the concerned person in publication. In addition, this includes disclosure of a secret that may harm a person's reputation, wealth or trade name or the publication of something intended to threaten or force him to pay money or provide benefit to others or be deprived of freedom to work.

- Internet content related to medical examinations, medical diagnosis, medical treatment or care or medical records.

- Internet content that allows access to private information illegally including those related to addresses and phone numbers of individuals or which allows disturbing others such as spam messages.

- Internet content that includes confidential information of public corporations in the UAE.

OFFENCES AGAINST THE UAE AND PUBLIC ORDER

This category includes the following:

- Internet content that aims to or publishes information, news, statements or rumors for the purpose of ridicule, abuse or harming the reputation, prestige or status of the UAE or any of its establishments, president, rulers of emirates or their crown princes or deputy rulers, the flag of the UAE, the national anthem or the UAE's symbol, national anthem or its logos.

- Internet content that aims to, promotes or calls for overthrowing or changing the regime in the UAE or usurping the same or to invalidate provisions of the constitution or laws prevailing in the country or those opposing the main principles on which the regime in the UAE is established.

- Internet content that calls for or provokes noncompliance to the applicable laws and regulations.

- Internet content that is involved in planning, organizing, promoting or calling for demonstrations, marches or the like without authorization from the competent authority.

- Internet content that would threaten the security of the UAE or affect public order.

- Internet content that includes news of official confidential communications or military affairs.

- Internet content that would harm the national currency or lead to confusion about the economic condition in the country.
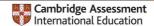
SUPPORTING CRIMINAL ACTS AND SKILLS:

- Internet content that provokes, calls for, promotes or provides information about how to carry out acts of crime or felony or contributes to or facilitates carrying out or supporting the same such as theft, fraud, robbery, forgery, faking, bribery, killing, suicide, blackmail, threat, rape, commercial cheating and breaching the properties of others, abduction, evasion from application of law, money laundry, smuggling prohibited content and other crimes punishable by the law.

DRUGS:

- Internet content that promotes or contributes to trading with drugs and mind affecting substances and the manner of using or manufacturing the same or obtaining drugs or facilitating their circulation in circumstances that are not legally authorized.

MEDICAL AND PHARMACEUTICAL PRACTICES IN VIOLATION OF THE LAWS:

This category includes the following:

- Internet content of health establishments, doctors, medical professionals in violation of the relevant laws.

- Internet content that includes health advertisements in violation of cabinet resolutions concerning health advertisements.

- Internet content that is used in promoting or trading pharmaceuticals that are issued against prescription and to provide the same without asking for the medical prescription.

- Internet content that promotes medicine and medical products that are prohibited or unlicensed including dietary supplements, weight loss products, weight increase and unlicensed cosmetic pills and creams.

INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS:

This category includes the following:

- Internet content that infringes the rights of intellectual property such as providing and publishing movies, photos, drawings, books, electronic programs and games, encrypted TV and radio channels and other intellectual property rights in electronic form.

- Websites that provide information, tools and methods aiming to infringing intellectual property rights and penetrating the protection means used for protecting such rights such as decoding movies and coded TV channels and operation of copied magnetic diskettes and copied electronic programs and games and deactivation of protection systems designed exclusively for combating piracy.
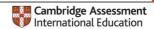
DISCRIMINATION, RACISM AND CONTEMPT OF RELIGION:

This category includes the following:

- Internet content which contains or promotes offending, defaming, insulting, ridiculing or violating any of the religions or any of its rites, sanctities or divine books, or interfering with freedom to practice one's religion by violence or threat.

- Internet content which contains or promotes Inciting apostasy and leaving Islam or inciting conversion to a religion other than Islam. This includes websites that incite atheism.

- Internet content that promotes or favors what would raise sedition, hatred or racism or sectarianism or harming national unity or social peace or disturb the public order or public morals.

- Internet content that would make any form of discrimination and provoke hate speech or inciting tribal prejudices with intent to incite hatred between individuals and groups.

- Internet content that exploits religion to disbelieve individuals or groups by using one of the methods of expression or using any of the means in order to achieve special interests or illegal purposes.

- Internet content that promotes magic and sorcery which are contrary to the teachings of Islam.

VIRUSES AND MALICIOUS PROGRAMS:

This category includes the following:

- Internet content that promotes or supports or contributes to establishing, publishing, distribution and development of malicious programs and viruses, hacking and piracy programs and the sites that provoke, promote or publish information about how to hack networks, information technology devices or communications or having access to the same without right or to disrupt them in addition to the sites that provide supporting services for the above.

- Internet content that supports or provokes attacking information technology or communications networks for the purpose of disrupting the same.

- Internet content and networks that are infected with viruses or malicious programs or from which viruses, malicious programs or intentional attacks are released in order to disrupt another service or network, and sites and systems of command and control of networks infected with viruses.

- Internet content that downloads malicious code that gathers personal information of the users or makes it possible to manipulate their devices without their knowledge.

PROMOTION OF OR TRADING IN PROHIBITED COMMODITIES AND SERVICES:

Includes the sites that promote or used for trading or allow advertising or dealing with commodities prohibited in the UAE under the prevailing laws or the restricted commodities that require license from the competent authorities and are being promoted or circulated without authorization from the competent authorities, including, but not limited to, the following.
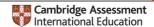
- Counterfeit money.
- Gambling
- Hazardous waste.
- Prints, paintings, photographs, drawings, cards, books, magazines and stone sculptures, which are contrary to the Islamic religion or public morals, or involving intent of corruption or sedition.
- Endangered species of animals, birds and plants or their members according to international treaties such as raw ivory (elephant's tusk), rhino horn, bustards and falcons unless licensed by the competent entities.
- Chemical and radioactive material.
- Liquor.
- Tobacco and smoking.
- Counterfeit and fake goods.
- Radar detection devices.
- Firearms, ammunition and explosives.
- Satellite receivers, which transmit encrypted satellite channels illegally or related services.
- Relics and artistic masterpieces other than those authorized by law.
- Wireless and wired communication devices according to the Telecom Law.
- Real estate.
- Other commodities that are prohibited or restricted as decided by the competent entities from time to time.

ILLEGAL COMMUNICATION SERVICES:

- This category includes internet content that promotes or allows access to illegal communication services according to a regulation or decision by the competent authority.

GAMBLING:

- This category includes internet content that promotes gambling and similar activities such as bets and lottery and those related to electronic gambling activities.

TERRORISM:

This category includes the following:

- Internet content relating to terrorist groups or any illegal group, association, organization or body or any content that facilitates communication with their leaders or members or to attract members or promote and favor their ideas or assist in financing their activities or contribute to assisting them actually or any content that publishes methods of making fire or explosive devices or any other tools used in terrorist acts.
- Internet content that incites, encourages or enables the commission of a crime against the UAE or one of its citizens or employees or its interests or public funds or public facilities abroad, including embassies, consulates, missions, or affiliate offices.

- Internet content that incites, encourages or enables the commission of a crime onboard a means of transportation registered with the UAE or carrying its flag.

- Internet content that incites, encourages or enables the commission of a provocative act of crime in the territory of the UAE or abroad.

- an act that would or intend to threaten the stability of the UAE or its safety, unity or security, or oppose the basic principles underlying the regime, or intend to overthrow or takeover the regime, or invalidate some of the provisions of the Constitution unlawfully, or prevent one of the establishments of the UAE, or one of the public authorities from exercising their work, or harming national unity or social peace.

ILLEGAL ACTIVITIES:

This category includes internet content that is mainly used to practice activities in violation of the laws in the UAE other than those mentioned in the other categories such as:

- Promoting or calling for the collection of donations without an authorized license.

- Promoting investment portfolios or funds and trading of stocks, currencies and metals without obtaining a license from the competent entities according to prevailing laws.

- Organizations (such as clubs, non-profit organizations, groups, corporations and bodies) banned in the UAE.

- Any other illegal activities.

UPON ORDER FROM JUDICIAL AUTHORITIES OR IN ACCORDANCE WITH THE LAW:

- This category includes internet content that is blocked by order from the judicial authority (local or federal) or public prosecution in the UAE whether in relation to criminal, civil, commercial, legal case or other cases or those that are blocked according to the laws prevailing in the UAE.

CONTENT FILTERING CATEGORIES				

Adult / Mature Content

Category	STUDENT	FACULTY	ADMIN	GUEST
Abortion	RESTRICTED	ALLOWED	ALLOWED	ALLOWED
Advocacy Organizations	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Alcohol	RESTRICTED	MONITOR	MONITOR	RESTRICTED
Alternative Beliefs	RESTRICTED	MONITOR	MONITOR	MONITOR
Dating	RESTRICTED	ALLOWED	ALLOWED	ALLOWED
Gambling	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
Lingerie and Swimsuit	RESTRICTED	MONITOR	MONITOR	RESTRICTED
Marijuana	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
Nudity and Risque	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
Other Adult Materials	RESTRICTED	MONITOR	MONITOR	RESTRICTED
Pornography	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
Sex Education	RESTRICTED	MONITOR	MONITOR	RESTRICTED
Sports Hunting and War Games	RESTRICTED	MONITOR	MONITOR	RESTRICTED
Tobacco	RESTRICTED	MONITOR	MONITOR	RESTRICTED
Weapons (Sales)	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED

Bandwidth Consuming

Category	STUDENT	FACULTY	ADMIN	GUEST
File Sharing and Storage	ALLOWED	ALLOWED	ALLOWED	RESTRICTED
Freeware and Software Downloads	RESTRICTED	ALLOWED	ALLOWED	RESTRICTED
Internet Radio and TV	RESTRICTED	ALLOWED	ALLOWED	MONITOR
Internet Telephony	RESTRICTED	ALLOWED	ALLOWED	MONITOR
Peer-to-peer File Sharing	RESTRICTED	ALLOWED	ALLOWED	RESTRICTED
Streaming Media and Download	MONITOR	ALLOWED	ALLOWED	MONITOR

General Interest - Business

Category	STUDENT	FACULTY	ADMIN	GUEST
Armed Forces	RESTRICTED	ALLOWED	ALLOWED	MONITOR
Business	ALLOWED	ALLOWED	ALLOWED	ALLOWED

Charitable Organizations	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Finance and Banking	ALLOWED	ALLOWED	ALLOWED	ALLOWED
General Organizations	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Government and Legal Organizations	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Information Technology	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Information and Computer Security	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Online Meeting	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Remote Access	RESTRICTED	ALLOWED	ALLOWED	RESTRICTED
Search Engines and Portals	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Secure Websites	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Web Analytics	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Web Hosting	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Web-based Applications	ALLOWED	ALLOWED	ALLOWED	ALLOWED
General Interest - Personal				
Advertising	RESTRICTED	ALLOWED	ALLOWED	ALLOWED
Arts and Culture	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Auction	RESTRICTED	ALLOWED	ALLOWED	ALLOWED
Brokerage and Trading	RESTRICTED	ALLOWED	ALLOWED	ALLOWED
Child Education	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Content Servers	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Digital Postcards	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Domain Parking	RESTRICTED	ALLOWED	ALLOWED	ALLOWED
Dynamic Content	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Education	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Entertainment	MONITOR	ALLOWED	ALLOWED	ALLOWED
Folklore	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Games	RESTRICTED	ALLOWED	ALLOWED	ALLOWED
Global Religion	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Health and Wellness	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Instant Messaging	RESTRICTED	ALLOWED	ALLOWED	ALLOWED
Job Search	RESTRICTED	ALLOWED	ALLOWED	ALLOWED
Meaningless Content	RESTRICTED	MONITOR	MONITOR	ALLOWED

Medicine	ALLOWED	ALLOWED	ALLOWED	ALLOWED
News and Media	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Newsgroups and Message Boards	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Personal Privacy	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Personal Vehicles	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Personal Websites and Blogs	MONITOR	ALLOWED	ALLOWED	ALLOWED
Political Organizations	MONITOR	ALLOWED	ALLOWED	ALLOWED
Real Estate	RESTRICTED	ALLOWED	ALLOWED	ALLOWED
Reference	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Restaurant and Dining	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Shopping	RESTRICTED	ALLOWED	ALLOWED	ALLOWED
Social Networking	MONITOR	ALLOWED	ALLOWED	ALLOWED
Society and Lifestyles	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Sports	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Travel	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Web Chat	ALLOWED	ALLOWED	ALLOWED	ALLOWED
Web-based Email	ALLOWED	ALLOWED	ALLOWED	ALLOWED

Potentially Liable

Child Abuse	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
Discrimination	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
Drug Abuse	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
Explicit Violence	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
Extremist Groups	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
Hacking	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
Illegal or Unethical	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
Plagiarism	RESTRICTED	ALLOWED	ALLOWED	ALLOWED
Proxy Avoidance	RESTRICTED	MONITOR	MONITOR	RESTRICTED

Security Risk

Dynamic DNS	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
Malicious Websites	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED

Newly Observed Domain	RESTRICTED	MONITOR	MONITOR	MONITOR
Newly Registered Domain	MONITOR	MONITOR	MONITOR	MONITOR
Phishing	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED
Spam URLs	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED

CUSTOMISATION OF FILTERING BASED ON ROLE

The school Internet and local area networks are divided into **4 VLANS with different user - level of access**
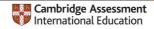
SL NO	VLAN Number	VLAN Name	INTERNET	LAN Access
1	100	ADMIN	YES (moderately filtered)	YES (Full access)
2	102	FACULTY	YES (Strictly filtered)	YES(Selective access)
3	104	STUDENT	YES(RESTRICTED Access)	YES(only within student Network)
4	103	GUEST	YES(Selected access only)	NO Access

5. REPORTING SYSTEM / ROUTE

- Whitelisting Request can be raised with the IT Helpdesk Team via two channels:
  A.   An email link on the 'Blocked Page', presented on attempting to access a blocked website; or
  B.   A call to the IT Helpdesk. (Extn: 211)
- All whitelisting requests should be supported by evidence where appropriate relevant staff approvals to be in place to undertake research
- Whitelisting requests relating to a "blocked page" will be security checked both for Malware, and in case if it is mis categorised by the firewall vendor. If the website is considered to be unsafe and may cause harm to the school network the request will be declined by IT Helpdesk and details passed to the requester explaining the decision.
- If the website passes IT Helpdesk checks, the details of the request will be passed to the Online safety team for the review and authorisation.
- In formulating a decision, the Senior Leadership Team (or nominee) will consider the purpose and legitimacy of the request against the nature and type of site being requested.
- The decision whether or not to grant access shall be final. If the request is granted, the decision will be passed to IT coordinator for further action.

6 ROLES & RESPONSIBILITIES
- The Online Safety coordinator and IT Administrators are responsible for the implementation of this Policy.

7.RELATIONSHIP WITH EXISTING POLICIES

- This policy forms part of the CPS Online Safety Policy. It should be read in conjunction with the CPS Acceptable Use Policy.

8. MONTORING /BREACH OF FILTERING POLICY

STEP1: The IT Administrator monitors and analyses the network traffic from the firewall on a daily basis

STEP 2: The security firewall generates alerts to the network administrator with regards to
- to access the blocked/filtered content
- Intrusion alerts
- Heavy bandwidth usage

STEP 3: A copy of breach is also generated for the online safety coordinator and online safety leader

STEP 4: The IT Administrator investigate the issue immediately/Promptly and reports to the online safety co Coordinator (Vice Principal) and Online Safety Leader (Principal)

STEP 5: Further action is initiated as per the situation

STEP 6: A detailed report with conclusion is prepared and maintained with the IT Administrator

Prepared By	Reviewed/ Checked	Approved By
IT Administrator (IT Support Coordinator)	Vice Principal (Online safety Coordinator)	Principal (Online Safety Leader)