

Palmyra Area School District

Request for Internet Content Filtering Override Credentials

Palmyra Area School District, in order to comply with federal, state and local laws/policies, filters all internet content. Content which violates the Federal Children's Internet Protection Act (CIPA) is always restricted. Content which may not violate CIPA, but which the Palmyra Area School District deems inappropriate for an educational setting, is also blocked for staff and students.

Palmyra Area School District recognizes that staff members may wish to access content which is blocked for student use. The District will provide staff members the opportunity to override the content filter to retrieve such content for educational purposes. Content which violates CIPA guidelines will never be unblocked, and no user credential shall unblock it.

If you wish to establish credentials to unblock internet content, please follow these steps:

- Complete this form and provide a narrative of your justification for an override.
- Initial this form and have your application reviewed and initialed by your supervisor.
- Ask your administrator to submit this form to the Tech Mailbox.

Your application will receive a final review and if approved, your credentials will be established. You will receive an email containing the disposition of your request.

Once approved, your credentials allow you to override content blocks as needed. You will be able to override for up to 30 minutes. You will be able to select a shorter period as brief as 5 minutes for override if you wish. During this override period all content, except that prohibited by CIPA, will be available.

Please note all overrides are logged and may be reviewed at any time.

Name _____ Building _____

Email Address _____

Justification to override Internet filtering:

Your Initials _____ Supervisor's Initials _____

Approved Username: _____ Password: _____
 Not Approved
Date _____ Initials _____