

**Request for
Allow/Unblock a blocked website**

Class: _____ Requestor (Teacher Only): _____

Signature: _____

Location/Room #: _____

Date and Time: _____

(Time) From: _____ To: _____

Educational Purpose: _____

URL/Website: _____

Category Rating: _____

Teacher

I understand that I am responsible in monitoring the use of the website requested. I further understand that any abuse in which a student opens an adult website (pornography site) will result in having the affected/class be barred permanently from any access to blocked access site.

Note: All video streaming access and or downloading must be done after school from 3:00PM to 4:00pm ONLY.

____ Approved

____ Disapproved

Development Director

Development Director Comments:

Procedure on how to request for access to blocked website

- 1. Fill-up request form and submit the form to Development Director for approval.**
- 2. Development Director will turn over the approved form (or email the information) to Systems Administrator.**
- 3. Systems Administrator will assign an IP Address to the computer (to access the site).**
- 4. After the specified time, Systems Administrator will shut down the access.**
- 5. The Systems Administrator will report to Development Director the website category rating.**