When a school implements FWF changes to the global policy are not applied to the school site; your school has its own filtering policy. As a general rule on implementation the school FWF administrator should make all future changes, although requests can be logged with the ICT Strategy Helpdesk if support is required.

With a FWF user account a school can add websites to the blocked and allowed list permanently; set rules for a limited period or a recurring time period. Whole website categories can be moved to the allowed or blocked list, with the exception of the websites categorised as i.e. pornographic, violence, racist, extremist and hate material, illegal drug taking and promotion, criminal skills, proxy avoidance and software piracy. There are additional **Reporter** functions which are currently being reviewed prior to release.

Any school can request to manage their website filtering but will require a FWF account by completing the online form: https://my.southampton.gov.uk/service/HPSN2___Change_Requests

FWF can only be accessed on the HPSN2 network with the username and temporary password: https://fwfadmin.hiow.gov.uk/WebFiltering/login. On your initial login to the system you will be prompted to change the password. There is also a password reset button (**Forgotten Password**) on the login screen which will send a temporary login link to the registered user's email address.

*Restricted Content
Any website containing restricted content should never be un-filtered on a school site, i.e. where the site includes content that is: pornographic, violence, racist, extremist and hate material, illegal drug taking and promotion, criminal skills, proxy avoidance and software piracy.

Blocking a Website
- Login to FWF: https://fwfadmin.hiow.gov.uk/WebFiltering/login.
- Select the tab: **URLs**
- Next to **Blocked URL's** select **Add**.
- A new window opens where you can add a single URL or domain with a wildcard.
- Adding a comment is optional but could be useful for making notes on why or when a website is filtered; click **Add**.
- If this filtering rule is for a temporary period only, then click the calendar button under **Expire URL**. Select an end date for the rule.
- Click **Add** and **Save** (top right of screen).
  The changes will take approximately 10 minutes to take effect.

Add Blocked URL

Add a simple URL or domain (Such as youtube.com or www.google.co.uk)

Or
Add a URL or domain with a wildcard

Wildcard matching
Enter a URL using * as a wildcard.

Examples:
.apple.com/uk/
.ebay.
www.bbc.co.uk/radio1/*/england

Comment

Expire URL (Optional)

Cancel   Add   Review

Allowing (un-filtering) a Website

- Login to FWF: https://fwfadmin.hiow.gov.uk/WebFiltering/login.
- Select the tab: **URLs**
- Next to **Allowed URL's** select **Add**. If this is rule for set time periods on recurring day(s) then use **Restricted Allowed URL's** (see section below).
- A new window opens where you can add a single URL or domain with a wildcard.
- Adding a comment is optional but could be useful for making notes on why or when a website is filtered; click **Add**.
- If this filtering rule is for a temporary period only, then click the calendar button under **Expire URL**. Select an end date for the rule.
- Click **Add** and **Save** (top right of screen). The changes will take approximately 10 minutes to take effect.

Allowing (un-filtering) a Website for Recurring Time Periods

- Login to FWF: https://fwfadmin.hiow.gov.uk/WebFiltering/login.
- A time period(s) must first be setup by selecting the tab: **Admin** | **Time Periods** | **Add a new Time Period**.

- A new window opens where this **Time Period** should be named; add times in the format of 12:25; select the day(s) of the week. Click **Save**.
- Any existing Time Periods will be listed.
- Click the tab: **URL's**. Next to **Restricted URL's** click **Add**. A new window opens where you can add a single URL or domain with a wildcard.

- Select the appropriate **Time Period** if more than one has been setup.
- Adding a comment is optional but could be useful for making notes on why or when a website is filtered; click **Add** and **Save** (top right of screen). The changes will take approximately 10 minutes to take effect.

Blocking or Allowing Categories

With the exception of categories for Restricted Content* – which are indicated in red text; all other categories can be filtered as required by the school **FWF Admin User**.

- Login to FWF: https://fwfadmin.hiow.gov.uk/WebFiltering/login.
- If not already selected, select the tab: **Categories**.
- Categories in normal black font can be blocked and allowed by dragging and dropping the title from the appropriate list to the other.
- Click **Save** (top right of screen). The changes will take approximately 10 minutes to take effect.

Website Categories

Websites are categorised by their content and can be checked at http://sitereview.bluecoat.com/sitereview.jsp. If you believe it is incorrectly categorised or if it is not categorised at all, this can be requested using the online form. Select **Filtering Service: Blue Coat Proxy SG** and include your email address to receive an update.

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HPSN2 Change Requests can be made by completing the online form:
https://my.southampton.gov.uk/service/HPSN2___Change_Requests