Adding Web Sites to Your School’s Blocked List

With the new NetSweeper content filtering software in place at the Education Technology Centre, individual schools are able to maintain their own “blacklist” or list of blocked sites. This document will provide you with step-by-step instructions detailing how to add web sites to your school’s blacklist.

1. The following web address will take you to the login page for the NetSweeper system. 
   [http://webfilter.edu.pe.ca/](http://webfilter.edu.pe.ca/)
   Education Help Desk will provide you with the User ID and password needed to access the system.

2. Once you have logged into the system, you will see a side menu with a list of options.
   Choose Group Policies from the list.

3. The next screen will provide you with a list of groups for which policies are assigned at your school. For most users, this will contain just one group. Click the View link.

4. You will then be presented with the list of policies assigned to that group. For most users, this will be a policy called Deny. However, if your school has the Web Based Email category filtered between 8:00am and 4:00pm, there will be an Email policy as well. Click View next to the Deny policy.
5. You will now need to type in the URL you want blacklisted in the Add Entry area. Alternatively, you can paste it in if you have the site visible in a web browser. If you type in the URL, be very careful to type it correctly. **Note:** You must include the `http://` at the beginning of the link.

   ![Image of URL/Keyword List](image)

   The example above will add [http://www.piczo.com](http://www.piczo.com) to the black list.

6. Click Add.

7. You will receive a message that indicates that the site has been added.

8. If your school does *not* have an email policy (mentioned in step 4) continue on to Step 9. If your school *does* have an email policy (your school does block Web Based Email) you need to block the site for the email policy as well. To do this repeat step 2 to step 5 and in step 4 click the View next to the Email policy.

   ![Image of Policies](image)

9. From the main menu on the left, click Apply Settings. Then click the Apply button on the right of the screen. This will save the settings and apply them to your school. It may take up to five minutes for the changes to take effect.

Once the changes have been applied, it can take up to 30 minutes for them to come into effect.