



IT E-Safety Policy

CHARTERHOUSE



DEFINITION OF THIS POLICY

This policy outlines the steps that the School has taken in order to ensure the safety of pupils, including the appropriate filtering and monitoring of internet usage, following the guidance given in the DoFE 'Keeping Children Safe in Education' September 2016.

APPROPRIATE FILTERING FEATURES

The firewall / web filtering is provided by WatchGuard Technologies Inc., who hold the Friendly Wi-Fi certification, which is associated with the IWF (Internet Watch Foundation). The web-filtering element has a feed, which incorporates 'the police assessed list of unlawful terrorist content, produced on behalf of the Home Office'.

Certain categories of websites are blocked at all times (see Appendix A for restricted categories) with additional restrictions such as social networking, 'Freeware', software downloads and online games during hashes and banco.

Age appropriate – All pupils (age range 13 -18) have the same internet filtering restrictions, although the evening cut off times vary from year group to year group as set out below:

10pm – 4ths

10.15pm – Removes

10.30pm – 5ths

11.30pm – Specialists

Control – The firewall / web filter is controlled and administered by the IT Department, who have the ability to add or remove certain websites from the filtering controls.

Filtering Policy – WatchGuard use 'Forcepoint' web filtering and Appendix A gives a full overview of the website categorizations. Those highlighted in yellow are the categories currently blocked.

Identification – The web filter reporting allows the IT dept. to identify specific users and their devices, see Appendix C.

Mobile and App Content – Whenever a pupil uses a mobile device to connect to the internet via the School network the same level of filtering will be applied as with a laptop or PC.

Multiple Language Support – The firewall and web filter supports multiple languages.

Network Level – The firewall and web filtering is applied at network level and any device, which connects to the network, will go through the filtering process without having to add any additional software on their device.



Reporting Mechanism – The web filter retains information on accessed websites and attempts to access blocked websites on an individual level for up to 12 months, see Appendix B. This data is compiled and reported to the Deputy Headmaster (Boarding and Compliance), the Assistant Head (Wellbeing), the Assistant Head (Pastoral), the Senior Tutor and the Designated Safeguarding Leads on a weekly basis, as well as on an ad hoc basis when needed. This compiled information is kept for up to 24 months.

Reports – See Appendix C.

APPROPRIATE MONITORING FEATURES

Age Appropriate – Reports showing attempts to access certain categories of blocked websites (see Reporting below) are generated on a weekly basis and separated into Under School and Specialist pupils and sent to SLT and the DSL. Consideration can then be given to possible responses.

BYOD – Pupils are aware that all devices connected to the School network are subject to web filtering and reporting. This is part of the IT Pupil Acceptable Use policy and this is discussed with all new pupils as part of their IT induction at Charterhouse.

Data Retention – Data relating to pupils can be seen in Appendix B and is kept for up to 12 months.

Flexibility – Any changes in web filtering can be quickly added or removed by the IT dept. New websites are blocked until they have been assessed and categorised by the firewall provider.

Impact – This policy and working procedures are reviewed on a regular basis (at least Quarterly) by the Head of IT Services in order to ensure that they are fit for purpose.

Monitoring Policy – Pupils are asked to sign a copy of the IT Pupil Acceptable Use policy and copy is available on the School intranet. This is also discussed as part of the new pupil IT induction.

Multiple Language Support – The firewall and web filter supports multiple languages.

Prioritisation – The Head of IT Services produces and reviews the internet logs on a weekly basis and sends copies to the Deputy Headmaster (Boarding and Compliance), the Assistant Head (Wellbeing), the Assistant Head (Pastoral), the Senior Tutor and the Designated Safeguarding Leads. Any immediate concerns are raised by the Head of IT Services as and when they occur and recorded in the Pupil Incident Log (PIL).



Reporting – The categories that are reported are Abortion, Abused Drugs, Marijuana, Gambling, Illegal or Questionable, Intolerance, Militancy and Extremism, Alcohol and Tobacco, Sport Hunting and Gun Clubs, Violence and Weapons. Anorexia websites are categorised as violence but Charterhouse also blocks and reports on blog websites such as Pro Anorexia and Pro Suicide. Concerns are recorded, in the first instance, by the Head of IT Services in the Pupil Incident Log (PIL), and then detailed reports are sent to the SLT and the Designated Safeguarding Leads. These reports are kept for up to 24 months.

Limitations – The web filtering does not record searches for websites, only websites requested. The School does not have keystroke software installed on any School owned devices and any cellular devices use their own mobile data so are outside of our monitoring system.

CYBERSENSE EDUCATION

Charterhouse does not look to block access to the internet via 3G or 4G mobile devices but looks to educate through its Cybersense programme.

In addition to this filtering and monitoring policy, Charterhouse also seeks to educate pupils to be safe on the internet with a structured education program based on the three C's; **Contact, Conduct and Content**.

All Fourths receive Cybersense sessions during their Monday activity sessions in LQ. These sessions include cyber safety, internet addiction, sexting, cyber bullying. This programme continues through the School with specific year groups receiving targeted workshops.

Removes: Body image in the media, the law around social media, consequences of online bullying.

Fifths: cyber-sense controversy/discussion cards, pornography (all workshop style), online media law (lecture).

STAFF TRAINING

Several key staff, including the Head of IT Services, have attended online safety courses including CEOP and NSPCC 'Keeping Children Safe Online' and short briefing sessions for Beaks and support staff will be run on a regular basis to ensure that they are aware of the most up to date information.



APPENDIX A: FIREWALL CATEGORIES

Categories highlighted in yellow are blocked at all times in compliance with the UK Safer internet Centre list. Those highlighted in green are blocked only during hash and banco times.

Categories not highlighted are available at all times, although there are some websites which fall within the unblocked categories that are also blocked. For a list of these websites, please contact the IT Department.

Abortion

Sites with neutral or balanced presentation of the issue.

- Pro-Choice: Sites that provide information about or are sponsored by organizations that support legal abortion or that offer support or encouragement to those seeking the procedure.
- Pro-Life: Sites that provide information about or are sponsored by organizations that oppose legal abortion or that seek increased restriction of abortion.

Adult Material

Parent category that contains adult-oriented categories; may also contain age-restricted content.

- Adult Content: Sites that display full or partial nudity in a sexual context, but not sexual activity; erotica; sexual paraphernalia; sex-oriented businesses including clubs, nightclubs, escort services; and sites supporting the online purchase of such goods and services.
- Lingerie and Swimsuit: Sites that offer images of models in suggestive but not lewd costume, with semi nudity permitted. Includes classic 'cheesecake,' calendar and pinup art and photography. Includes sites offering lingerie or swimwear for sale.
- Nudity: Sites that offer depictions of nude or seminude human forms, singly or in groups, not overtly sexual in intent or effect.
- Sex: Sites that depict or graphically describe sexual acts or activity, including exhibitionism; sites offering direct links to such sites.
- Sex Education: Sites that offer information about sex and sexuality, with no pornographic intent.

Advocacy Groups

Sites that promote change or reform in public policy, public opinion, social practice, economic activities and relationships.



Bandwidth

The parent category that contains the following categories:

- Educational Video: Sites that host videos with academic or instructional content.
- Entertainment Video: Sites that host videos with entertainment-oriented content.
- Internet Radio and TV: Sites that provide online radio or television programming.
- Internet Telephony: Sites that enable users to make phone calls via the Internet or to obtain information or software for that purpose.
- Peer-to-Peer File Sharing: Sites that provide client software to enable peer-to-peer file sharing and transfer.
- Personal Network Storage and Backup: Sites that store personal files on web servers for backup or exchange.
- Streaming Media: Sites that enable streaming of media content.
- Surveillance: Sites that enable real-time monitoring of various operations via network cameras, webcams and other video recording devices.
- Viral Video: Sites that host videos with high or rapidly rising popularity.

Business and Economy

Sites sponsored by or devoted to business firms, business associations, industry groups or general business.

- Financial Data and Services: Sites that offer investment advice and news and quotations on stocks, bonds and other investment vehicles, but not online trading. Includes banks, credit unions, credit cards and insurance.
- Hosted Business Applications: Sites that provide access to business-oriented web applications and allow storage of sensitive data, excluding those for web collaboration.

Collaboration – Office

Office Category used to manage the Office domain, and includes these functions:

- Office - Apps: Office function that enables a user to collaborate via various applications.
- Office - Documents: Office function that enables a user to collaborate via document applications.
- Office - Drive: Office function that enables a user to collaborate via virtual storage.
- Office - Mail: Office function that enables a user to collaborate via email and messaging.

Drugs

The parent category that contains the following categories:

- Abused Drugs: Sites that promote or provide information about the use of prohibited drugs, except marijuana, or the abuse or unsanctioned use of controlled or regulated drugs; also, paraphernalia associated with such use or abuse.



- Marijuana: Sites that provide information about or promote the cultivation, preparation or use of marijuana.
- Nutrition: Sites that provide information about nutrition.
- Prescribed Medications: Sites that provide information about approved drugs and their medical use.

Education

The parent category that contains the following categories:

- Cultural Institutions: Sites sponsored by museums, galleries, theatres (but not movie theatres), libraries and similar institutions; also, sites whose purpose is the display of artworks.
- Educational Institutions: Sites sponsored by schools and other educational facilities, by non-academic research institutions, or that relate to educational events and activities.
- Educational Materials: Sites that provide information about or that sell or provide curriculum materials or direct instruction; also, learned journals and similar publications.
- Reference Materials: Sites that offer reference-shelf content such as atlases, dictionaries, encyclopaedias, formularies, white and yellow pages, and public statistical data.

Entertainment

Sites that provide information about or promote motion pictures, non-news radio and television, books, humour and magazines.

- Media File Download: Sites that enable download of media content.

Extended Protection

The parent category that contains the following categories:

- Dynamic DNS: Sites that mask their identity using Dynamic DNS services, often associated with advanced persistent threats (APTs).
- Elevated Exposure: Sites that camouflage their true nature or that include elements suggesting latent malicious intent.
- Emerging Exploits: Sites found to be hosting known and potential exploit code.
- Newly Registered Websites: Sites whose domain name was registered recently.
- Suspicious Content: Sites found to contain suspicious content.

Gambling

Sites that provide information about or promote gambling or support online gambling, involving a risk of losing money.

Games

Sites that enable a user to play or download a game.



Government

Sites sponsored by branches, bureaus or agencies of any level of government, except for the armed forces.

- Military: Sites sponsored by branches or agencies of the armed services.
- Political Organizations: Sites sponsored by or providing information about political parties and interest groups focused on elections or legislation.

Health

Sites that provide information or advice on personal health or medical services, procedures, or devices, but not drugs. Includes self-help groups.

Illegal or Questionable

Sites that provide instruction in or promote non-violent crime, unethical or dishonest behaviour or the avoidance of prosecution.

Information Technology

Sites sponsored by or providing information about computers, software, the Internet and related business firms, including sites supporting the sale of hardware, software, peripherals and services.

- Computer Security: Sites that provide information about or free downloadable tools for computer security.
- Hacking: Sites that provide information about or promote illegal or questionable access to or use of computer or communication equipment, software or databases.
- Proxy Avoidance: Sites that provide information about how to bypass proxy server features or to gain access to URLs in any way that bypasses the proxy server.
- Search Engines and Portals: Sites that support searching the web, news groups or indices or directories thereof.
- Unauthorized Mobile Marketplaces: Protects against websites that may distribute applications unauthorized by the mobile OS manufacturer, the handheld device manufacturer or the network provider. (Traffic visiting websites in this category may indicate jail-broken or rooted phones.)
- Web Analytics: Sites that are associated with web traffic analysis.
- Web and Email Marketing: Sites that are associated with online marketing.
- Web and Email Spam: Sites whose links are sent in unsolicited commercial email, either as part of campaigns to promote products or services or to entice readers to click through to surveys or similar sites. Also includes sites that display comment spam.
- Web Collaboration: Sites that provide virtual workspace for purposes of collaboration and conferencing, which may include sites that enable authorized access to a computer or network from a remote location.
- Web Hosting: Sites of organizations that provide hosting services, or top-level domain pages of web communities.
- Website Translation: Sites that enable translation of website text.



Internet Communication

The parent category that contains the following categories:

- Web Chat: Sites that host web chat services or that support or provide information about chat via HTTP or IRC.
- General Email: Sites that provide email services open to general use.
- Organizational Email: Log in sites for corporate or institutional email systems.
- Text and Media Messaging: Sites that enable the sending of messages and other content via SMS, EMS, MMS or similar protocols.

Intolerance

Sites that condone intolerance towards any individual or group.

Job Search

Sites that offer information about or support the seeking of employment or employees.

Militancy and Extremist

Sites that offer information about or promote or are sponsored by groups advocating anti-government beliefs or action.

Miscellaneous

The parent category that contains the following categories:

- Content Delivery Networks: Commercial hosts that deliver content to subscribing websites.
- Dynamic Content: URLs that are generated dynamically by a web server.
- File Download Servers: Web servers whose primary function is to deliver files for download.
- Network Errors: URLs with hosts that do not resolve to IP addresses.
- Private IP Addresses: IP addresses defined in RFC 1918, 'Address Allocation for Private Intranets.'
- Web Images: Sites that deliver image content.
- Web Infrastructure: Sites that are associated with website architecture.

News and Media

Sites that offer current news and opinion, including those sponsored by newspapers, general circulation magazines or other media.

- Alternative Journals: Online equivalents to supermarket tabloids and other fringe publications.

Parked Domain

Sites that are expired, offered for sale, or known to display targeted links and advertisements.



Productivity

The parent category that contains the following categories:

- Advertisements: Sites that provide advertising graphics or other ad content files.
- Application and Software Download: Sites that enable download of software, applications.
- Instant Messaging: Sites that enable instant messaging.
- Message Boards and Forums: Sites that host message boards, bulletin boards and other unaffiliated discussion forums.
- Online Brokerage and Trading: Sites that support active trading of securities and investment management.
- Pay-to-Surf: Sites that reward users for online activity such as viewing websites, advertisements or email.

Religion

The parent category that contains the categories:

- Non-Traditional Religion: Sites that provide information about non-traditional religious beliefs and practices.
- Traditional Religions: Sites that provide information about or promote Bahai, Buddhism, Christian Science, Christianity, Hinduism, Islam, Judaism, Mormonism, Shinto and Sikhism, as well as atheism.

Security

Security-related website categories that allow you to develop policies to block access to sites associated with spyware, phishing, keylogging and malicious mobile code.

- Advanced Malware Command and Control: Protects against outbound transmissions from a compromised machine to a malicious command-and-control centre.
- Bot Networks: Sites that host the command-and-control centres for networks of bots that have been installed onto users' computers. (Excludes web crawlers.)
- Compromised Websites: Sites that are vulnerable and known to host an injected malicious code or unwanted content.
- Keyloggers: Sites that download programs that record all keystrokes, and which may send those keystrokes (potentially including passwords or confidential information) to an external party.
- Malicious Embedded Link: Sites infected with a malicious link.
- Malicious Embedded Iframe: Sites infected with a malicious iframe.
- Malicious Websites: Sites containing code that may intentionally modify users' systems without their consent and cause harm.
- Mobile Malware: Protects against malicious websites and applications designed to run on mobile devices.
- Phishing and Other Frauds: Sites that counterfeit legitimate sites to elicit financial or other private information from users.



- Potentially Unwanted Software: Sites using technologies that alter the operation of a user's hardware, software or network in ways that diminish control over the user experience, privacy or the collection and distribution of personal information.
- Spyware: Sites that download software that generate HTTP traffic (other than simple user identification and validation) without a user's knowledge.
- Suspicious Embedded Link: Sites suspected of being infected with a malicious link.

Shopping

Sites that support the online purchase of consumer goods and services except: sexual materials, lingerie, swimwear, investments, medications, educational materials, computer software or hardware, alcohol, tobacco, travel, vehicles and parts, weapons.

- Internet Auctions: Sites that support the offering and purchasing of goods between individuals.
- Real Estate: Sites that provide information about renting, buying, selling or financing residential real estate.

Social Organisations

The parent category that contains the following categories:

- Professional and Worker Organizations: Sites sponsored by or that support or offer information about organizations devoted to professional advancement or workers' interests.
- Service and Philanthropic Organizations: Sites sponsored by or that support or offer information about organizations devoted to doing good as their primary activity.
- Social and Affiliation Organizations: Sites sponsored by or that support or offer information about organizations devoted chiefly to socializing or common interests other than philanthropy or professional advancement.

Social Web - Facebook

Category used to manage the Facebook domain, and includes these functions:

- Facebook Posting: Facebook function that enables a user to share a post, status or link.
- Facebook Commenting: Facebook function that enables a user to comment or like.
- Facebook Friends: Facebook function that enables a user to add a connection.
- Facebook Photo Upload: Facebook function that enables a user to upload a photo.
- Facebook Mail: Facebook function that enables a user to send an email within the Facebook community.
- Facebook Events: Facebook function that enables a user to create, modify or respond to an event within the Facebook community.
- Facebook Apps : Facebook function that enables a user to access or utilize an app.
- Facebook Chat: Facebook function that enables a user to chat within the Facebook community.
- Facebook Questions: Facebook function that enables a user to ask a question within the Facebook community.



- Facebook Video Upload: Facebook function that enables a user to upload a video.
- Facebook Groups: Facebook function that enables a user to create, modify or join a group within the Facebook community.
- Facebook Games: Facebook function that enables a user to access or play a game.

Social Web – LinkedIn

Category used to manage the LinkedIn domain, and includes these functions:

- LinkedIn Updates: LinkedIn function that enables a user to edit a profile or post an update.
- LinkedIn Mail: LinkedIn function that enables a user to send an email within the LinkedIn community.
- LinkedIn Connections: LinkedIn function that enables a user to add a connection.
- LinkedIn Jobs: LinkedIn function that enables a user to perform activities related to job search.

Social Web – Twitter

Category used to manage the Twitter domain, and includes these functions:

- Twitter Posting: Twitter function that enables a user to post an update.
- Twitter Mail: Twitter function that enables a user to send an email within the Twitter community.
- Twitter Follow: Twitter function that enables a user to add a connection.

Social Web – YouTube

Category used to manage the YouTube domain, and includes these functions:

- YouTube Commenting: YouTube function that enables a user to comment, like or dislike.
- YouTube Video Upload: YouTube function that enables a user to upload a video.
- YouTube Sharing: YouTube function that enables a user to share a video within and outside of the YouTube community.

Society and Lifestyles

Sites that provide information about matters of daily life, excluding entertainment, health, hobbies, jobs, sex and sports.

- Alcohol and Tobacco: Sites that provide information about, promote or support the sale of alcoholic beverages or tobacco products or associated paraphernalia.
- Blogs and Personal Sites: Sites that host blogs and personal sites.
- Gay or Lesbian or Bisexual Interest: Sites that provide information about or cater to gay, lesbian or bisexual lifestyles, but excluding those that are sexually or issue oriented.
- Hobbies: Sites that provide information about or promote private and largely sedentary pastimes, but not electronic, video or online games.



- Personals and Dating: Sites that assist users in establishing interpersonal relationships, excluding those intended to arrange for sexual encounters.
- Restaurants and Dining: Sites that list, review, advertise or promote food, dining or catering services.
- Social Networking: Sites of web communities that provide users with means for expression and interaction.

Special Events

Sites devoted to a current event that requires separate categorization.

Sports

Sites that provide information about or promote sports, active games and recreation.

- Sport Hunting and Gun Clubs: Sites that provide information about or directories of gun clubs and similar groups, including war-game and paintball facilities.

Tasteless

Sites with content that is gratuitously offensive or shocking, but not violent or frightening. Includes sites devoted in part or whole to scatology and similar topics or to improper language, humour or behaviour.

Travel

Sites that provide information about or promote travel-related services and destinations.

Vehicles

Sites that provide information about or promote vehicles, including those that support online purchase of vehicles or parts.

Violence

Sites that feature or promote violence or bodily harm, including self-inflicted harm; or that gratuitously display images of death, gore or injury; or that feature images or descriptions that are grotesque or frightening and of no redeeming value.

Weapons

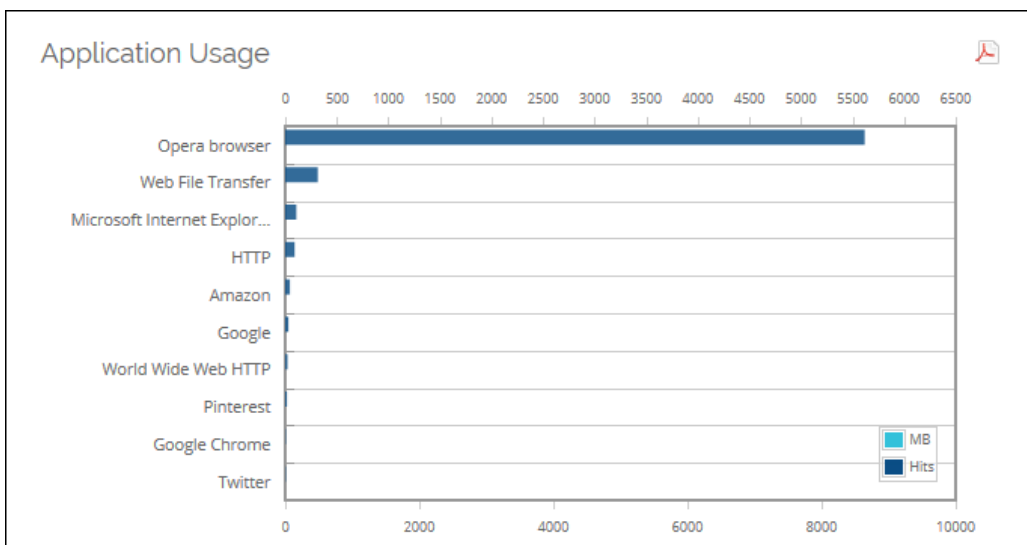
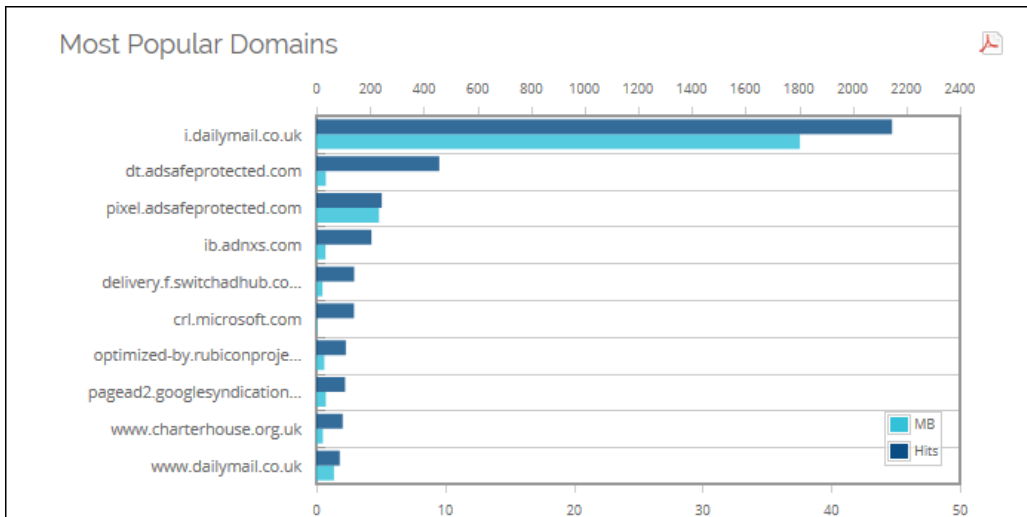
Sites that provide information about, promote, or support the sale of weapons and related items.



APPENDIX B: DATA KEPT ON PUPIL INTERNET USAGE FOR EACH ACCESS REQUEST ON THE FIREWALL SERVER

Date and time, pupil internet name, source IP address, destination IP address, port ID, internet line used, firewall policy and protocol, filtering category, application name, web destination, whether access was allowed or denied, total bytes used and total hits on that site by that user.

This data can then compiled to produce the following sorts of reports by pupil:





This data will be kept on the Firewall for up to 12 months, depending on the volume of data hitting the firewall in any one period.

APPENDIX C – EXAMPLES OF COMPILED REPORTS HELD ON THE DEPT.SHARES FOLDER

Blocked website report

timezone	src_ip	src_user	category	url
03/08/2016 23:13	172.16.49.59	lacrosse@sch.local	Illegal or Questionable	b.6sc.co
03/08/2016 22:55	172.16.49.59	lacrosse@sch.local	Proxy Avoidance	perr.hola.org
03/08/2016 22:55	172.16.49.59	lacrosse@sch.local	Proxy Avoidance	hola.org
03/08/2016 23:10	172.16.49.59	lacrosse@sch.local	Proxy Avoidance	hola.org
03/08/2016 23:10	172.16.49.59	lacrosse@sch.local	Proxy Avoidance	client.hola.org
03/08/2016 23:10	172.16.49.59	lacrosse@sch.local	Proxy Avoidance	perr.hola.org
03/08/2016 23:29	172.16.49.59	lacrosse@sch.local	Proxy Avoidance	perr.hola.org
03/08/2016 23:29	172.16.49.59	lacrosse@sch.local	Proxy Avoidance	hola.org
03/08/2016 23:29	172.16.49.59	lacrosse@sch.local	Proxy Avoidance	client.hola.org
03/08/2016 18:55	172.16.48.249	Lacrosse@sch.local	Suspicious Content	uberm.bttm.io
03/08/2016 18:55	172.16.48.249	Lacrosse@sch.local	Suspicious Content	uberm.bttm.io
03/08/2016 18:55	172.16.48.249	Lacrosse@sch.local	Suspicious Content	uberm.bttm.io

Web Audit by user report

timezone	src_ip	src_user	category	url
01/08/2016 21:45	172.16.48.249	Lacrosse@sch.local	Information Technology	cl3.apple.com
01/08/2016 21:45	172.16.48.249	Lacrosse@sch.local	Personal Network Storage	p11-keyvalueservice.icloud.c
01/08/2016 21:45	172.16.48.249	Lacrosse@sch.local	Information Technology	gs-loc.apple.com
01/08/2016 21:45	172.16.48.249	Lacrosse@sch.local	Media File Download	init.itunes.apple.com
01/08/2016 21:45	172.16.48.249	Lacrosse@sch.local	Information Technology	gsp10-ssl.apple.com
01/08/2016 21:45	172.16.48.249	Lacrosse@sch.local	Media File Download	xp.apple.com
01/08/2016 21:45	172.16.48.249	Lacrosse@sch.local	Information Technology	gsp10-ssl.apple.com
01/08/2016 21:45	172.16.48.249	Lacrosse@sch.local	Media File Download	play.itunes.apple.com
01/08/2016 21:45	172.16.48.249	Lacrosse@sch.local	Entertainment	www.buzzfeed.com
01/08/2016 21:45	172.16.48.249	Lacrosse@sch.local	Entertainment	webappstatic.buzzfeed.com
01/08/2016 21:45	172.16.48.249	Lacrosse@sch.local	Web Analytics	sb.scorecardresearch.com
01/08/2016 21:45	172.16.48.249	Lacrosse@sch.local	Web Analytics	m.quantcount.com



Application usage by user report

timezone	client	src_ip	category	app_name
03/08/2016 18:54	Lacrosse@sch.local	172.16.48.249	Streaming Media	iTunes
03/08/2016 20:17	Lacrosse@sch.local	172.16.48.249	Social Network	Instagram
03/08/2016 20:27	Lacrosse@sch.local	172.16.48.249	Streaming Media	iTunes
03/08/2016 23:32	Lacrosse@sch.local	172.16.48.249	Social Network	Instagram
03/08/2016 23:34	Lacrosse@sch.local	172.16.48.249	Social Network	Twitter
03/08/2016 23:34	Lacrosse@sch.local	172.16.48.249	Streaming Media	Web Streaming
03/08/2016 23:40	Lacrosse@sch.local	172.16.48.249	Web	HTTP
03/08/2016 23:28	Lacrosse@sch.local	172.16.48.249	Web	HTTP
03/08/2016 18:56	Lacrosse@sch.local	172.16.48.249	Social Network	Instagram
03/08/2016 23:36	Lacrosse@sch.local	172.16.48.249	Social Network	Twitter
03/08/2016 23:45	Lacrosse@sch.local	172.16.48.249	Web	HTTP
03/08/2016 23:22	Lacrosse@sch.local	172.16.48.249	File Transfer	Web File Transfer
03/08/2016 23:36	Lacrosse@sch.local	172.16.48.249	Streaming Media	Web Streaming
03/08/2016 23:30	Lacrosse@sch.local	172.16.48.249	Web	Apple Safari
03/08/2016 20:24	Lacrosse@sch.local	172.16.48.249	Web	HTTP
03/08/2016 21:30	Lacrosse@sch.local	172.16.48.249	Web	HTTP
03/08/2016 22:30	Lacrosse@sch.local	172.16.48.249	Web	HTTP
03/08/2016 23:28	Lacrosse@sch.local	172.16.48.249	Web	HTTP

These reports will be kept on the Department Shared folder for 24 months.