



# User Requirements

# Secondary Administrative Group

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**Education, Leisure & Lifelong Learning**  
Baglan Information Technology Centre

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## Schools in Attendance at the Workshop

YG Ystalyfera, Cefn Saeson Comprehensive, Llangatwg Comprehensive, Cymer Afan Comprehensive, Dwr Y Felin Comprehensive, Dyffryn Comprehensive, Cwrt Sart Comprehensive, St Josephs Comprehensive, Sandfields Comprehensive, Cwmtawe Comprehensive and Glanafan Comprehensive

## Requirements for Users Data Storage and Staff Privileges

- Headteachers and Admin Officers to have individual user work spaces (U Drive)
- Headteachers and Admin Officers to have a Shared Area (Folder on T Drive)
- The ITCO login should not have access to the Headteachers or Admin Officers user work space (U Drive)
- The Headteacher to control the permission of access to Admin user workspaces
- Current Resources area (T Drive) of the managed service to be used as the area for storing shared documents and templates with relevant permissions to each folder to be allocated to each folder (Admin Officer)
- Headteacher to have overriding control of the whole system with the ability to delegate this responsibility
- Document outlining the control/responsibility they are handing over to another member of staff should they choose to delegate the overriding control responsibility
- From day 1 the following areas and permissions to be set as default (these can be amended once created at each schools site)
  - Folder on T called SMT. Permissions for Headteacher and Deputy Headteachers to access

- Folder on T called SENCO. Permissions for the Headteacher and the school SENCO
- Folder on T called Child Protection. Permission for the Headteacher and the school Child Protection coordinator
- Folder on T called Admin Templates. Permission for the Admin Officer to Write to the folder and for all staff to Read
- Folder on T called Exclusions. Permissions for the Headteacher, SMT, Heads of Year and Clerk to Governors to access
- Folder on T called Examinations. Permissions for all staff excluding LSA's and Teaching Assistants
- Folder on T called Policies. Permissions for all staff.

## Administrative Applications and Menus

Applications currently used by schools and where icons are required on the desktop:

List of Applications Know to be used	Icon on the Desktop
SIMS.net & Document Management Server	Yes
SIMS Mobile	Yes
ORACLE Financial –printing through Central IT	Yes
Internet	Yes
Email	Yes
MS Office 2003 including Word, Excel, PowerPoint	Yes

ICS – Integrated Children Services	Yes
Personnel Vision	Yes
Relief Teachers Database	Yes
s2s – School to School website	Yes
DEWI – Data Exchange Wales initiative	No
FFT data and the need to view Access	No
I&P Writer	No
Microsoft Money	No
Publisher	Yes
Careers Wales database	Yes
Adobe Acrobat	Yes
PC Icon	Yes
RM Securenet	Yes
NOVA-T	Yes
HSBC	Yes

The admin officers all agreed that they did not mind how BITC configured the menus just as long as all the applications they need appear in the list

## Desktop Environment

- Admin Officers Desktop Colour to be Purple/Pink (R=255, G=111, B=255)
- Headteachers Desktop Colour to be Yellow (R=255, G=255, B=119)
- The group also agreed that the ability to save files to the desktop would be removed.

## Internet

The group agreed that access to the Internet would be allowed as Default for all Admin Officers and Headteachers

### Filtering

Please see appendix 1 for the Categories of WebSense that are suggested to be filtered/unfiltered

### School Web Sites

- The Admin Officer and Headteacher to have a folder on the Intranet for publishing files to the schools internal web site
- The Admin Officer and Headteacher to have a folder on the Internet for publishing files on the schools external web site
- Documentation to be created informing Admin Officers and Headteachers of appropriate content for inclusion on the school Intranet and Internet

### Access from Home

- Access from home - Admin Officers for:
  - access to files to be switched OFF as default;
  - access to email to be switched ON as default
- Access from home - Headteachers for both access to files and email to be switched ON as default (BITC need to seek further

advice on the implication of accessing school admin data from home)

## Email

- The group understood the need for both access to Outlook on the Desktop and when Outlook Web Access can be used
- The group understood that once they have moved to the new managed service they will have their own mail box
- The group understood that the generic mail box could be set up so that more than 1 member of staff can access.

An example of use is: access to the school Generic Emails account. Officers will use the Outlook Web Access system and only login to the desktop as the Generic login when the emails require archiving.

## Storage Archiving

- The group requested that they be able to manually archive files to an area.
- LW to scan the discs on the server to see what would be archived and how much space this would save on the live system

## Printers

- Only the Headteacher and Admin Officers to have access to the Admin Printer queue.
- Only Headteacher and Admin Officers to be able to print to the designated Admin Printers
- Only the FIS machines to access the Star FIS Printers



## Appendix 1 – Websense Filtering

WebSense Category	
<ul style="list-style-type: none"> <li>• <b>Abortion</b> Sites with neutral or balanced presentation of the issue.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Pro-Choice</b> -- 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.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Pro-Life</b> -- Sites that provide information about or are sponsored by organizations that oppose legal abortion or that seek increased restriction of abortion.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Adult Material</b> Parent category that contains the categories: Adult Content, Lingerie and Swimsuit, Nudity, Sex, Sex Education.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Adult Content</b> -- Sites that display full or partial nudity in a sexual context, but not sexual activity; erotica; sexual paraphernalia; sex-oriented businesses as clubs, nightclubs, escort services; and sites supporting online purchase of such goods and services.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Lingerie and Swimsuit</b> -- Sites that offer images of models in suggestive but not lewd costume, with semi-nudity permitted. Includes classic 'cheese-cake,' calendar, and pinup art and photography. Includes also sites offering lingerie or swimwear for sale.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Nudity</b> -- Sites that offer depictions of nude or semi-nude human forms, singly or in groups, not overtly sexual in intent or effect.</li> </ul>	Filtered

WebSense Category	
<ul style="list-style-type: none"> <li>○ <b>Sex</b> -- Sites that depict or graphically describe sexual acts or activity, including exhibitionism; also, sites offering direct links to such sites.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Sex Education</b> -- Sites that offer information about sex and sexuality, with no pornographic intent.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Advocacy Groups</b> Sites that promote change or reform in public policy, public opinion, social practice, economic activities, and relationships.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Business and Economy</b> Sites sponsored by or devoted to business firms, business associations, industry groups, or business in general.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Financial Data and Services</b> -- Sites that offer news and quotations on stocks, bonds, and other investment vehicles, investment advice, but not online trading. Includes banks, credit unions, credit cards, and insurance.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Drugs</b> Parent category that contains the categories: Abused Drugs, Prescribed Medications, Marijuana, Supplements/Unregulated Compounds.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Abused Drugs</b> -- 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.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Marijuana</b> -- Sites that provide information about or promote the cultivation, preparation, or use of marijuana.</li> </ul>	Unfiltered

WebSense Category	
<ul style="list-style-type: none"> <li>○ <b>Prescribed Medications</b> -- Sites that provide information about approved drugs and their medical use.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Supplements and Unregulated Compounds</b> -- Sites that provide information about or promote the sale or use of chemicals not regulated by the FDA (such as naturally occurring compounds).</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Education</b> Parent category that contains the categories: Cultural Institutions, Educational Institutions, and Educational Materials.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Cultural Institutions</b> -- Sites sponsored by museums, galleries, theatres (but not movie theatres), libraries, and similar institutions; also, sites whose purpose is the display of artworks.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Educational Institutions</b> -- Sites sponsored by schools and other educational facilities, by non-academic research institutions, or that relate to educational events and activities.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Educational Materials</b> -- Sites that provide information about or that sell or provide curriculum materials or direct instruction; also, learned journals and similar publications.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Reference Materials</b> -- Sites that offer reference-shelf content such as atlases, dictionaries, encyclopaedias, formularies, white and yellow pages, and public statistical data.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Entertainment</b> Sites that provide information about or promote motion pictures, non-news radio and television, books, humour, and magazines.</li> </ul>	Unfiltered

WebSense Category	
<ul style="list-style-type: none"> <li>○ <b>MP3</b> -- Sites that support downloading of MP3 or other sound files or that serve as directories of such sites.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>• <b>Gambling</b> Sites that provide information about or promote gambling or support online gambling, involving a risk of losing money.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>• <b>Games</b> Sites that provide information about or promote electronic games, video games, computer games, role-playing games, or online games. Includes sweepstakes and giveaways.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>• <b>Government</b> Sites sponsored by branches, bureaus, or agencies of any level of government, except for the armed forces.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Military</b> -- Sites sponsored by branches or agencies of the armed services.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Political Organizations</b> -- Sites sponsored by or providing information about political parties and interest groups focused on elections or legislation.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Health</b> Sites that provide information or advice on personal health or medical services, procedures, or devices, but not drugs. Includes self-help groups.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Illegal or Questionable</b> Sites that provide instruction in or promote non-violent crime or unethical or dishonest behaviour or the avoidance of prosecution therefore.</li> </ul>	Filtered

WebSense Category	
<ul style="list-style-type: none"> <li>• <b>Information Technology</b> 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.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Computer Security</b> -- Sites that provide information about or free downloadable tools for computer security.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Hacking</b> -- Sites that provide information about or promote illegal or questionable access to or use of computer or communication equipment, software, or databases.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Proxy Avoidance</b> -- 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.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Search Engines and Portals</b> -- Sites that support searching the Web, news groups, or indices or directories thereof.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>URL Translation Sites</b> -- Sites that offer online translation of URLs. These sites access the URL to be translated in a way that bypasses the proxy server, potentially allowing unauthorized access.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Web Hosting</b> -- Sites of organizations that provide hosting services, or top-level domain pages of Web communities.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>• <b>Internet Communication</b> Parent category that contains the categories: Email, Web Chat.</li> </ul>	Filtered

WebSense Category	
<ul style="list-style-type: none"> <li>○ <b>Web Chat</b> -- Sites that host Web chat services or that support or provide information about chat via HTTP or IRC.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Web-based Email</b> -- Sites that host Web-based email.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Job Search</b> Sites that offer information about or support the seeking of employment or employees.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Militancy and Extremist</b> Sites that offer information about or promote or are sponsored by groups advocating antigovernment beliefs or action.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>• <b>Miscellaneous</b> Parent category that contains the categories:</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Content Delivery Networks</b> -- Commercial hosts that deliver content to subscribing websites.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Dynamic Content</b> -- URLs that are generated dynamically by a Web server.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>File Download Servers</b> -- Web servers whose primary function is to deliver files for download.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Image Servers</b> -- Web servers whose primary function is to deliver images.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Images (Media)</b> -- URLs ending with image filenames.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Network Errors</b> -- URLs with hosts that do not resolve to IP addresses.</li> </ul>	
<ul style="list-style-type: none"> <li>○ <b>Private IP Addresses</b> -- IP addresses defined in RFC 1918, 'Address Allocation for Private Intranets.</li> </ul>	
<ul style="list-style-type: none"> <li>○ <b>Uncategorized</b> -- Sites not categorized in the Websense Master Database.</li> </ul>	Filtered

WebSense Category	
<ul style="list-style-type: none"> <li>• <b>News and Media</b> Sites that offer current news and opinion, including those sponsored by newspapers, general-circulation magazines, or other media.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Alternative Journals</b> -- Online equivalents to supermarket tabloids and other fringe publications.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Racism and Hate</b> Sites that promote the identification of racial groups, the denigration or subjection of groups, or the superiority of any group.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>• <b>Religion</b> Parent category that contains the categories: Traditional Religions, Non-Traditional Religions.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Non-Traditional Religions and Occult and Folklore</b> -- Sites that provide information about or promote religions not specified in Traditional Religions or other unconventional, cultic, or folkloric beliefs and practices.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Traditional Religions</b> -- Sites that provide information about or promote Buddhism, Bahai, Christianity, Christian Science, Hinduism, Islam, Judaism, Mormonism, Shinto, and Sikhism, as well as atheism.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Shopping</b> 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.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Internet Auctions</b> -- Sites that support the offering and purchasing of goods between individuals.</li> </ul>	Unfiltered

WebSense Category	
<ul style="list-style-type: none"> <li>○ <b>Real Estate</b> -- Sites that provide information about renting, buying, selling, or financing residential real estate.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Social Organizations</b> Parent category that contains the categories: Professional and Worker Organizations, Service and Philanthropic Organizations, Social and Affiliation Organizations.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Professional and Worker Organizations</b> -- Sites sponsored by or that support or offer information about organizations devoted to professional advancement or workers interests.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Service and Philanthropic Organizations</b> -- Sites sponsored by or that support or offer information about organizations devoted to doing good as their primary activity.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Social and Affiliation Organizations</b> -- Sites sponsored by or that support or offer information about organizations devoted chiefly to socializing or common interests other than philanthropy or professional advancement.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>• <b>Society and Lifestyles</b> Sites that provide information about matters of daily life, excluding entertainment, health, hobbies, jobs, sex, and sports.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Alcohol and Tobacco</b> -- Sites that provide information about, promote, or support the sale of alcoholic beverages or tobacco products or associated paraphernalia.</li> </ul>	Filtered



WebSense Category	
<ul style="list-style-type: none"> <li>○ <b>Gay or Lesbian or Bisexual Interest</b> -- Sites that provide information about or cater to gay, lesbian, or bisexual lifestyles, including those that support online shopping, but excluding those that are sexually or issue-oriented.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Hobbies</b> -- Sites that provide information about or promote private and largely sedentary pastimes, but not electronic, video, or online games.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Personal Websites</b> -- Sites published and maintained by individuals for their personal self-expression and ends.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Personals and Dating</b> -- Sites that assist users in establishing interpersonal relationships, excluding those intended to arrange for sexual encounters and excluding those of exclusively gay or lesbian or bisexual interest.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Restaurants and Dining</b> -- Sites that list, review, advertise, or promote food, dining, or catering services.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Special Events</b> Sites devoted to a current event that requires separate categorization.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>Sports</b> Sites that provide information about or promote sports, active games, and recreation.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Sport Hunting and Gun Clubs</b> -- Sites that provide information about or directories of gun clubs and similar groups, including war-game and paintball facilities.</li> </ul>	Filtered

<b>WebSense Category</b>	
<ul style="list-style-type: none"> <li>• <b>Tasteless</b> 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.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>• <b>Travel</b> Sites that provide information about or promote travel-related services and destinations.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>• <b>User-Defined</b> User-defined category.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Vehicles</b> Sites that provide information about or promote vehicles, including those that support online purchase of vehicles or parts.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>• <b>Violence</b> 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.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>• <b>Weapons</b> Sites that provide information about, promote, or support the sale of weapons and related items.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>• <b>Bandwidth Categories (also known as Bandwidth PG)</b> Parent category that contains the categories: Internet Radio and TV, Internet Telephony, Peer-to-Peer File Sharing, Personal Network Storage and Backup, Streaming Media.</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ <b>Internet Radio and TV</b> -- Sites whose primary purpose is to provide radio or TV programming on the Internet.</li> </ul> </li> </ul>	Filtered

WebSense Category	
<ul style="list-style-type: none"> <li>○ <b>Internet Telephony</b> -- Sites that enable users to make telephone calls via the Internet or to obtain information or software for that purpose.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Peer-to-Peer File Sharing</b> -- Sites that provide client software to enable peer-to-peer file sharing and transfer.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Personal Network Storage and Backup</b> -- Sites that store personal files on Internet servers for backup or exchange.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Streaming Media</b> -- Sites that primarily provide streaming media content, such as movie trailers.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>• <b>Productivity Categories (also known as Productivity PG)</b> Parent category that contains the categories: Advertisements, Freeware and Software Download, Instant Messaging, Message Boards and Clubs, Online Brokerage and Trading, Pay-to-Surf.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Advertisements</b> -- Sites that provide advertising graphics or other ad content files.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Freeware and Software Download</b> -- Sites whose primary function is to provide freeware and software downloads.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Instant Messaging</b> -- Sites that enable instant messaging.</li> </ul>	Filtered
<ul style="list-style-type: none"> <li>○ <b>Message Boards and Clubs</b> -- Sites for online personal and business clubs, discussion groups, message boards, and list servers; includes 'blogs' and 'mail magazines.'</li> </ul>	Unfiltered
<ul style="list-style-type: none"> <li>○ <b>Online Brokerage and Trading</b> -- Sites that support active trading of securities and management of investments.</li> </ul>	Filtered

<b>WebSense Category</b>	
○ <b>Pay-to-Surf</b> -- Sites that pay users to view <b>websites</b> , advertisements, or email.	<b>Filtered</b>