



## **NCS Web Filtering from Capital Bytes**

### **Self-administration Guide**

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## Introduction

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This document will guide you through the client best practices and NCS portal and policy management, and will allow you to take full advantage of the NCS web filtering service.

## Client Overview

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In order for clients to be filtered by our system each workstation needs to be configured with proxy settings. Depending on how you manage your devices, this can be done by enforcing the setting via an administration account, pushed out via active directory or other methods.

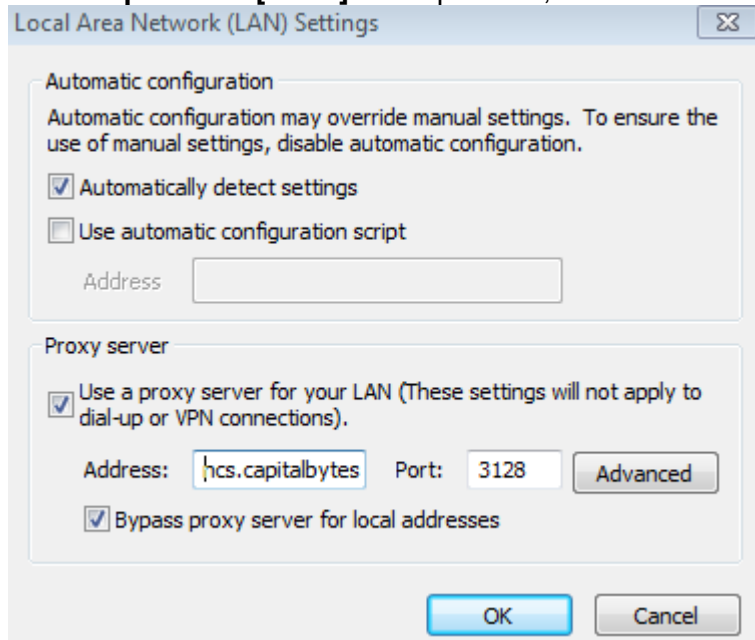
Configure the proxy settings with the server name and port number provided to you. Note usually there is a different port for each policy (IE specific port for staff policy, different specific port for student policy).

## Procedure for stand-alone workstation

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Open your browser and configure your proxy as follows:

Tick box to use proxy server,  
Specify **the name provided [ncs.empsn.capitalbytes.com]** in the address box, and **port number provided [ 800x]** in the port box, as illustrated below



You should now be filtered, if you are prompted for authentication please contact us as this would mean there may be an error in your configuration.

## IPADs and Tablets

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If you have a requirement for filtering of IPADS and tablets, please contact us for more information on our IPAD/Tablet product.

### Roaming Laptops

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If you have a requirement for filtering of laptops that roam outside of the school environment, please contact us for more information on our laptop client product

### Portal Overview

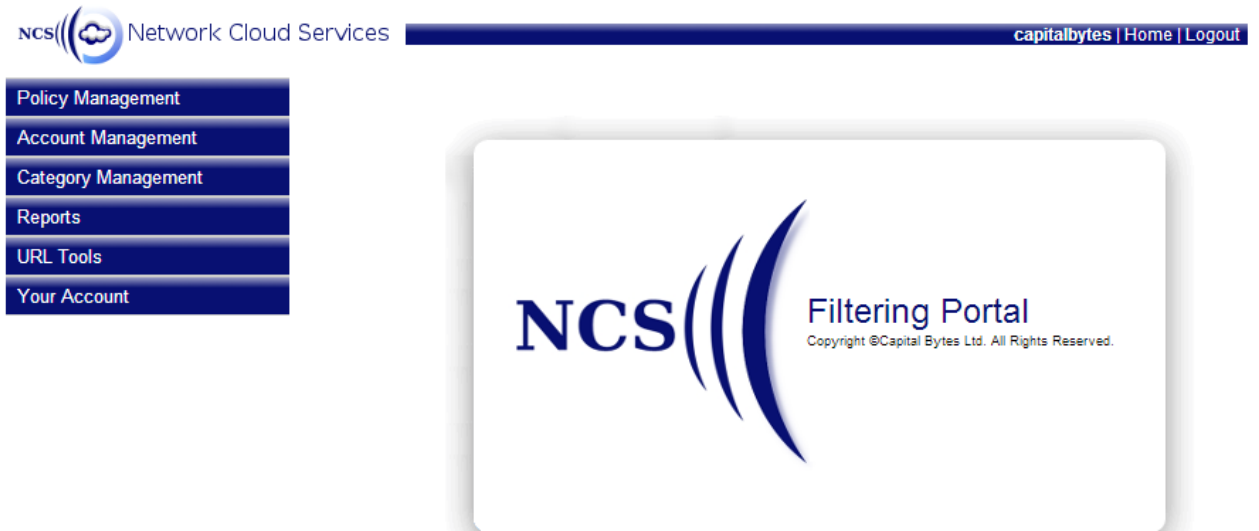
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Please log into the portal from a client that has been configured to use the NCS service, you will not be able to access the portal otherwise.

Access via browser: <http://webadmin.empsn.capitalbytes.com/>  
Login in with credentials provided:



Once logged in you will be presented with the home screen, your name should appear on the top bar once logged in successfully.



## First time users - Change Password and details

Click on '**Your Account**' button and then change password

Verify and modify time zone and paper size as required.

## Management menus

Policy management, the options are:

- Group Manager –it shows the groups you have configured for your organisation
  - Used for advanced options like time policies
- Policy Manager – it lists the policies you have configured for your organisation
  - Administer your policy here by clicking on it.

Category Management

Click on Category definitions and it will display the categories and information on each one.

Reports

These options are covered by the reporting document

URL Tools

These are tools to check and verify what a website or specific URL is being classified as.

URL Alert – here you can notify us of URL's which you believe are misclassified and thus we can verify and correct.

## Policy Management

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Click on Policy Management and then Policy Manager  
 Then click on the link to the policy (under policy name heading)

You should then see the following:

Categories	URL/Keyword Shared Lists	URL/Keyword Local List	Advanced Settings
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Categories				
<b>Adult</b>				
Adult Image	Extreme	Match Making	Peer to Peer	Substance Abuse
Alcohol	Gambling	Nudity	Pornography	Tobacco
Criminal Skills	Hate Speech	Pay to Surf	Profanity	Weapons
<b>Recreation</b>				
Games				
<b>Information</b>				
Alternative Lifestyles	Social Networking			
<b>Security</b>				
Adware	Malformed URL	Viruses		
Infected Hosts	Phishing	Web Proxy		
<b>Miscellaneous</b>				
Web Chat	Web E-mail			
<b>Advanced</b>				
Safe Search	Search Keywords			

[Modify Categories](#)

The categories listed are the ones being blocked for your policy.

Click Modify to change them. (See next page)

Leave “options” as it is for your policy,

Categories with a tick mark will be blocked, un-ticked categories will be allowed. Greyed out categories cannot be removed eg: ‘Extreme’ if you require any of the greyed out categories to be unblocked, please contact us to discuss, but they are in line with UK Education guidelines (both BECTA and PAS74) to be blocked.

Web Filtering Categories				
Options	<input checked="" type="radio"/> Update this policy, 'default' in group 'staff@capitalbytes.com'. <input type="radio"/> Update all policies in group 'staff@capitalbytes.com'. <input type="radio"/> Update all policies in all groups.			
<div style="display: flex; justify-content: space-around;"> <span>Default Categories</span> <span>Select All Categories</span> <span>Deselect All Categories</span> </div>				
<input type="checkbox"/> Abortions	<input checked="" type="checkbox"/> Extreme	<input type="checkbox"/> Legal	<input type="checkbox"/> Phone Cards	<input checked="" type="checkbox"/> Social Networking
<input checked="" type="checkbox"/> Adult Image	<input checked="" type="checkbox"/> Gambling	<input checked="" type="checkbox"/> Malformed URL	<input type="checkbox"/> Political	<input type="checkbox"/> Sports
<input type="checkbox"/> Advertising	<input checked="" type="checkbox"/> Games	<input checked="" type="checkbox"/> Match Making	<input checked="" type="checkbox"/> Pornography	<input type="checkbox"/> Streaming Media
<input checked="" type="checkbox"/> Adware	<input type="checkbox"/> General	<input type="checkbox"/> Matrimonial	<input type="checkbox"/> Portals	<input checked="" type="checkbox"/> Substance Abuse
<input checked="" type="checkbox"/> Alcohol	<input type="checkbox"/> General News	<input type="checkbox"/> Medication	<input checked="" type="checkbox"/> Profanity	<input type="checkbox"/> Technology
<input checked="" type="checkbox"/> Alternative Lifestyles	<input checked="" type="checkbox"/> Hate Speech	<input type="checkbox"/> Network Timeout	<input type="checkbox"/> Real Estate	<input checked="" type="checkbox"/> Tobacco
<input type="checkbox"/> Arts and Culture	<input type="checkbox"/> Host is an IP	<input type="checkbox"/> Network Unavailable	<input type="checkbox"/> Redirector Page	<input type="checkbox"/> Travel
<input type="checkbox"/> Classifieds	<input type="checkbox"/> Humor	<input type="checkbox"/> New URL	<input type="checkbox"/> Religion	<input type="checkbox"/> Under Construction
<input checked="" type="checkbox"/> Criminal Skills	<input type="checkbox"/> Images	<input type="checkbox"/> No Text	<input type="checkbox"/> Remote Access Tools	<input checked="" type="checkbox"/> Viruses
<input type="checkbox"/> Culinary	<input checked="" type="checkbox"/> Infected Hosts	<input checked="" type="checkbox"/> Nudity	<input checked="" type="checkbox"/> Safe Search	<input checked="" type="checkbox"/> Weapons
<input type="checkbox"/> Directory	<input type="checkbox"/> Intimate Apparel	<input type="checkbox"/> Occult	<input type="checkbox"/> Sales	<input checked="" type="checkbox"/> Web Chat
<input type="checkbox"/> Education	<input type="checkbox"/> Intranet Servers	<input type="checkbox"/> Parked	<input type="checkbox"/> Search Engine	<input checked="" type="checkbox"/> Web E-mail
<input type="checkbox"/> Educational Games	<input type="checkbox"/> Investing	<input checked="" type="checkbox"/> Pay to Surf	<input checked="" type="checkbox"/> Search Keywords	<input checked="" type="checkbox"/> Web Proxy
<input type="checkbox"/> Entertainment	<input type="checkbox"/> Job Search	<input checked="" type="checkbox"/> Peer to Peer	<input type="checkbox"/> Self Help	<input type="checkbox"/> Web Storage
<input type="checkbox"/> Environmental	<input type="checkbox"/> Journals and Blogs	<input checked="" type="checkbox"/> Phishing	<input type="checkbox"/> Sex Education	
				<input type="button" value="Submit"/> <input type="button" value="Back"/>

Click ‘submit’ to accept your changes or back to cancel.

## URL/Keyword Lists

Click on Policy Management and then Policy Manager  
Then click on the link to the policy (under policy name heading)

Click on the tab URL/keyword Lists, where you will see the following:

**Policy default in Group students@capitalbytes.com**

Clone Policy | Surf Using Policy

Categories | URL/Keyword Shared Lists | URL/Keyword Local List | Advanced Settings

New Entry | Export | Import | Convert Local List to Shared

**Local List Entries**

Delete | Copy | Move | Move to New List

All	URL/Keyword	Type	Action	Comment
<input type="checkbox"/>	youtube.com	URL	Edit   Edit Query	History

Back

Here you can make entries to allow or deny specific websites or URLs (and override the category policy) IE: you can block Social Networking category, but then allow Facebook.

### Example: Allow Facebook

Click on New Entry

**New Entry** | facebook.com | URL

**Action**

Allow URL | Deny URL | Assign Category | Edit URL Query | Search and Replace | Regular Expression

**Comments** | allow facebook

Save Entry | Cancel

Click save entry and you can now surf Facebook.

NOTE: IF you clicked DENY URL tab you would be adding an exception to block a site. For example if you did not want students going to yahoo, you could enter it here and Yahoo would then be denied.

You can add any specific URL, in general the following applies



For these examples the site is 'site.com'

To allow a whole domain the new entry should be this allows all http, https, to all pages.	site.com
To allow only http requests	<a href="http://site.com">http://site.com</a>
To allow only https requests	https://site.com
To allow only a subsite	education.site.com
To allow a specific url	site.com/info.htm

Please note the above simply allows you to override the category assigned to the url, every single url has its own category assigned.

Any url that does not match the exception above will have the normal category applied.

**This concludes basic administration** - see next page for YouTubeEDU.

## YouTubeEDU – Education account enforcement in a policy.

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You can allow youtube.com, but enforce what is available via a youtube EDU account, please see <http://www.youtube.com/schools> for information and signing up. It is a free service.

Note: Once you do this there is no need to create allow or deny URL's within the policy for Youtube, Youtube access is controlled by the Youtube account.

You can have a different YoutubeEDU account for each policy if you wish.

Note: Please sign up for your Youtube education account beforehand and have your identifier id ready if you have not already signed up.

*Already have a youtubeEDU account? See section below.*

Once you have signed up you will be presented with the following page, it is the highlighted yellow part that you need to insert in your policy:

### Congratulations! You are now ready to set up YouTube for Schools

**\* Dear Educator! Please remember that you are responsible for determining whether or not particular content is appropriate for a particular audience. Also note that all uses of YouTube must be compliant with our [Terms of Service](#) and [Community Guidelines](#).** ✕

**Prerequisites**  
In order to access YouTube for Schools, you are likely to need help from your school's network administrator, so please give this information to them. This sign-up process should only take minutes! Before you begin, make sure that your school meets the following requirements:

**Instructions**

1. Make sure that YouTube is actually inaccessible from your school. If students can visit [YouTube.com](http://www.YouTube.com), you can access the educational content simply by visiting [YouTube.com/education](http://www.YouTube.com/education) and there is no need to sign up for YouTube for Schools.
2. If YouTube is blocked at your school, it must be blocked at the domain level for YouTube for Schools to work. YouTube for Schools will not work if YouTube is blocked at the IP level.
3. Your hardware filter or proxy server must support either HTTP header modification or URL parameter modification.

Follow the three steps below and your school will have access to thousands of free educational videos in minutes. Once you have finished with the setup, make sure that you read our additional resources listed at the end of this page.

**Step 1**

Choose one of the following two options, depending on which works for your school's network:  
**Option A: Add new HTTP header rule**  
Please modify your hardware filter or proxy server settings so that all outgoing traffic to youtube.com contains the following customised HTTP header. The ID to use in the HTTP header configuration, written below, is unique to your school's network only. If your school is blocked at the district level, this HTTP header is then unique to the district network.

```
X-YouTube-Edu-Filter:We4MaTuHyfNjEUAM-j10g
```

**Option B: Create URL parameter rewrite rule**  
If your firewall or filter does not support HTTP header modification, please rewrite all outgoing URLs to youtube.com by appending the parameter "edufilter" at the end.

Example:

```
http://youtube.com/?edufilter=We4MaTuHyfNjEUAM-j10g  
http://youtube.com/watch?v=gM95HHI4gLk&edufilter=We4MaTuHyfNjEUAM-j10g
```

Exclude the &edufilter parameter from these file types: .css, .gif, .png, .js, .xml

## Additional YoutubeEDU information

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To Add More Videos for Viewing Within your School

Simply add each video that you want to make accessible from within your school to a playlist on the administrator account. You can create as many playlists as you need, and all playlists created on the school administrator account will be accessible for viewing within the school network. To learn more about playlists, including how to create them, visit this [page](#).

#### To Propose Additional Channels to Add to YouTube EDU

We'd love to hear from you if you find a really good educational channel that you think schools around the world should be able to access as part of YouTube for Schools. Please first check [YouTube EDU](#) to confirm that the channel is not currently included in our corpus of educational channels. If it's not, please let us know more about the channel by filling in [this form](#).

#### To Access Additional Information on YouTube for Schools

Please visit [our FAQ](#), which we update regularly. If you're interested in connecting with other schools that are part of YouTube for Schools, please join the Google Group. If you have any questions or problems, please see [our help forum](#).

### Already have a YoutubeEDU account?

Simply go to [http://www.youtube.com/account\\_school](http://www.youtube.com/account_school) you will be presented with the page as shown above, please located the identifier in the page and copy to use in the policy.

### Adding the youtubeEDU identifier to your Policy.

Open the policy you require by clicking on the name of it in the Policy Manager

The screenshot shows the 'Policy Manager' interface. On the left is a navigation menu with options: Policy Management, Group Manager, Policy Manager, Account Management, Category Management, Reports, URL Tools, and Your Account. The main area is titled 'Policy Manager' and includes a search bar and a table of policies. The table has columns for 'Policy Name', 'Group Name', and 'Category Count'. Two 'default' policies are listed, one for 'staff@capitalbytes.com' and one for 'students@capitalbytes.com'. The second 'default' policy is circled in red.

	Policy Name	Group Name	Category Count
<input type="checkbox"/>	default	staff@capitalbytes.com	28
<input type="checkbox"/>	default	students@capitalbytes.com	28

Click on the URL/keywords Local list,

Policy default in Group students@capitalbytes.com

Clone Policy

Categories URL/Keyword Shared Lists **URL/Keyword Local List** Advanced Settings

**New Entry** Import

Back

NOTE: Delete any entries for: youtube.com and ytimg.com

Click new entry

Fill in as below, where **your** Youtube edufilter id is in the box below in the your-filter-id-here, ie: enter edufilter= d0soMjH9f4zP0qJFTDuRmg but please specify your own ID as was created above, if you the ID as stated here you will get the Capital Bytes YouTubeEDU account.

**Entry** youtube.com URL

**Action**

Allow URL Deny URL Assign Category **Edit URL Query** Search and Replace Regular Expression

Append query if it does not exist

Add	Remove	edufilter=d0soMjH9f4zP0qJFTDuRmg	Delete
Add	Remove		Delete

More

**Comments**

Save Entry Cancel

Click Save entry

You can now manage your Youtube EDU account by logging into your YoutubeEDU account.

All content in Youtube will now be enforced with your EDU account within your policy.