

School Manager Filtering Interface Guide

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This article is intended for **filtering administrators** and **IT support**.

Filtering allows administrators to set rules on content access, bandwidth, search, and reports. Filtering also enables administrators to create bypass codes, so certain users can temporarily access protected content or connect to the internet from within the network.

Please note, the Bandwidth Quota functionality was removed when a majority of our customers moved to learn-from-home models and switched to full-cloud deployments. These move away from physical networks made an on-network quota irrelevant.

Content Filtering

Content filtering allows school administrators to create new content filtering rules, enable or disable them, or arrange them by order of priority.

School Manager processes content filtering rules according to their order, so those at the top of the list take precedence over those below.

Enable	Action	Policy Name	Operations
<input checked="" type="checkbox"/>	Block Locked	Block Adult Content Search for Everyone and Creat	✎ 🗑️ ➕
<input checked="" type="checkbox"/>	Block Locked	Block Known Malware for Everyone	✎ 🗑️ ➕
<input checked="" type="checkbox"/>	Block Locked	Inspect iCloud Private Relay NO QUARANTINE	✎ 🗑️ ➕
<input checked="" type="checkbox"/>	Block Locked	Block and Quarantine VPNs, Anonymous Proxies, TOR	✎ 🗑️ ➕
<input type="checkbox"/>	Block Locked	Block Hate Speech > Offensive	✎ 🗑️ ➕
<input checked="" type="checkbox"/>	Block Locked	Block unsafe searches	✎ 🗑️ ➕
<input checked="" type="checkbox"/>	Allow Locked	Allow Books and Literature for Everyone	✎ 🗑️ ➕
<input checked="" type="checkbox"/>	Allow Locked	Allow Law and Government for Everyone	✎ 🗑️ ➕

A. Click **ADD RULE** to create a new content filtering rule.

B. Click **SIGNATURE/CATEGORY SEARCH** to check if access should be blocked or allowed for a site.

C. Toggle **ENABLE** to activate a rule.

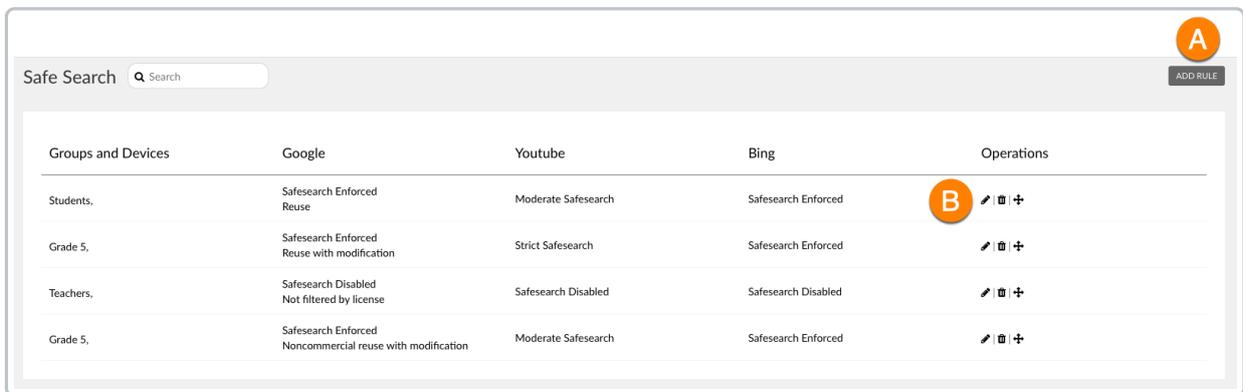
D. Make changes to a rule.

-  Click **EDIT** to update a rule.
-  Click **DELETE** to remove a rule.
-  Click **MOVE** to move a rule up or down the list.

More detailed information about content filtering and managing filtering rules are available in [Filtering Using Categories and Signatures](#).

Safe Search

Safe Search can be used if you have a School Manager physical appliance. You can ensure search results in Google, YouTube, or Bing are appropriate for devices using only SSL to connect to your physical network. In addition, School Manager administrators can also configure Safe Search based on devices or network information, such as MAC address, IP address, or a network range.



Groups and Devices	Google	Youtube	Bing	Operations
Students,	Safesearch Enforced Reuse	Moderate Safesearch	Safesearch Enforced	  
Grade 5,	Safesearch Enforced Reuse with modification	Strict Safesearch	Safesearch Enforced	  
Teachers,	Safesearch Disabled Not filtered by license	Safesearch Disabled	Safesearch Disabled	  
Grade 5,	Safesearch Enforced Noncommercial reuse with modification	Moderate Safesearch	Safesearch Enforced	  

A. Click **ADD RULE** to add a new safe search rule. The new rule is not in effect until it is configured.

B. Make changes to a Safe Search rule.

-  Click **EDIT** to update a rule.
-  Click **DELETE** to remove a rule.
-  Click **MOVE** to move a rule up or down the list.

IT support can find the steps to enable Safe Search on your users' devices in the [Enforcing Safe Search](#) article.

Important

If your school uses [Google Workspace for Education to manage Safe Search](#), do not add Google or YouTube Safe Search in School Manager. Google Workspace users can use School Manager for Bing and YouTube Safe Search.

Reports and Alerts

Emailed reports or alerts can be set up for users or groups when certain conditions are met (for example, if a student tries to access a blocked website or searches for information related to self-harm or violence).

The Reports and Alerts page displays recipients' email addresses, filters, report types, and edit and delete operations for each report.

Recipient Email	Filter	Report Type	Operations
counselor-a@school.edu	Students	Red Flags	
teacher@school.edu	student004	Filtering Alerts Red Flags	
vice-principal@school.edu	Students	Weekly Report Weekly Wellbeing Report Red Flags	
wellbeing@school.edu	Grade 5	Weekly Report Weekly Wellbeing Report Red Flags	

A. Click **ADD RULE** to create a new emailed report

B. Make changes to the email Reports and Alerts.

- Click **EDIT** to configure a new or existing report.
- Click **DELETE** to remove a report.

See the [School Manager Email Reports and Alerts Guide](#) to see samples of the automated emails with summaries of the how the reports are used. Filtering Administrators or IT support can find details on how to set up the periodic or real-time report in [Setting Up Filtering Reports and Alerts](#).

Bypass Codes

Administrators can create bypass codes to give users temporary access to blocked sites, apps, or search.

Available codes

The Bypass Codes Available page displays the list of available codes and code's creator, creation and expiry dates, and operations (blank for expired codes). The table can be sorted according to column heading in ascending or descending order.

Code	Created By	Creation	Expiry	Operations
JW96	filteringadmin@school.edu	2022/06/29 15:00	2022/06/29 18:00	
F275	filteringadmin@school.edu	2021/11/25 17:18	2021/11/25 20:18 expired	

- A. Enter a keyword in the search bar to filter the list or search for a specific value.
- B. Click **ADD CODE** to create a new code.
- C. Click **Expire Now** to cancel or remove a code.

Active codes

The Bypass Codes Active page includes active codes and their users.

Bypass Codes Active <input type="text" value="Search"/>							
B Code	Username	IP	MAC	Chrome ID	Activation	Expiry ▼	Operations
RKMW	studentr12026@school.edu			a2FJZXkuZnVuay4wODUxOThAZnp0ZXN0c2Nob29sMTAway5jb20xNjU1ODc1OTQxOTc0	2022/06/22 15:02	2022/06/22 15:04	C Expire Now
IBLN	studenthr2026@school.edu			c3R1ZGVudDFAZnpzY2hvb2w3LmNvbTE2NTlyNTEzOTExNjQ=	2022/06/22 15:02	2022/05/11 14:56	Expire Now
MFPI	studenthra2026@school.edu	192.168.1.112	e4:94:ee:44:33:22		2022/06/22 15:02	2020/03/20 11:33	Expire Now
UKC9	library05	10.61.132.98	a1:b2:c3:44:43:12		2022/06/22 15:02	2020/11/02 10:00	Expire Now
GC1S	library01	10.61.132.98	a1:b2:c3:44:a3:b2		2022/06/22 15:02	2020/11/02 09:57	Expire Now
MST1	library03	10.61.132.70	a1:b2:c3:44:3e:e2		2020/11/03 11:25	2020/11/03 11:45 expired	
TXM4	library01	10.61.130.80	a1:b2:c3:44:00:ee		2020/10/01 13:09	2020/10/01 13:11 expired	
WINF	studentyr2025@school.edu			c3R1ZGVudDFAZnpzY2hvb2w3LmNvbTE2MzQ1Mzg3OTk3OTU=	2021/10/18 15:35	2021/10/18 15:44 expired	
QZE6	studentig12025@school.edu			c3R1ZGVudDFAZnpzY2hvb2w3LmNvbTE2MzQ1Mzg3OTk3OTU=	2021/10/18 15:20	2021/10/18 15:21 expired	
QZE6	studentor2025@school.edu			c3R1ZGVudDFAZnpzY2hvb2w3LmNvbTE2MzQ1Mzg3OTk3OTU=	2021/10/18 15:04	2021/10/18 15:12 expired	

- A. Enter a keyword (e.g., code, name, date) in the **Search** bar to search or filter the list.
- B. Click the relevant **column heading** to sort the table accordingly, and in ascending or descending order.
- C. Click **Expire Now** to expire an unexpired bypass code.

AVAILABLE vs ACTIVE BYPASS CODES

Available codes are generated in [Classwise](#) by a teacher or in School Manager by an administrator and can be reused until the expiration time.

Active codes are displayed when users enter a bypass code on a block page or via <http://my.linewise.net> (http not https) to gain access to websites.