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	Giles Chemical SonicWall Firewall – Web/Internet Usage Policy		
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Author: Beth A. Martin		Title: ITSW-WebPol- JULY~2009	

## Giles Chemical SonicWall Firewall–Web/Internet Usage Policy

### Outline of Policy

Currently (as of March 2009) Giles Chemical in Waynesville, NC uses a SonicWall as a Web/Internet Security Solution – Firewall and (CFS) content filtering system. This governs the access and availability of sites on the World Wide Web. It is used to allow and restrict user access to the public Internet from the offices. Additionally, it restricts who and what may come into our LAN, allowing a more secure connection to Repack, Greendale, and ESP.

This firewall also blocks access to these inappropriate sites from the Repack and Greendale facilities, as well as home users logging into the network remotely. Additionally, it blocks these sites for auditors, consultants or anyone else that has been granted temporary network access to use the Giles Internet connection.

By using the Internet through the Giles' company network constitutes the individual's acceptance and are in agreement to this policy.

### SonicWall Content Filtering System - URL Forbidden Categories List

The policy that Giles is using a **CFS Policy** and it is named **List Approved**. These categories of types of sites are built into the SonicWall content filtering piece. Below is the **URL Forbidden Categories List**. The definitions and category examples are defined by the SonicWall software manufacturer. This entire list was taken directly from [http://www.sonicwall.com/downloads/SonicWALL\\_CFS\\_Premium\\_Administrators\\_Guide.pdf](http://www.sonicwall.com/downloads/SonicWALL_CFS_Premium_Administrators_Guide.pdf) (pg 24-34).

In the list below the categories of sites that Giles Chemical IT and management have deemed inappropriate for access to from the Giles network currently and as of March 2009 are marked with a checkmark ✓ to the left of the category name.

- |   |  |
|---|--|
| ✓ BLOCKED 1. Violence/Hate/Racism <sup>1</sup>  | 2. Intimate Apparel/Swimsuit           |
| ✓ BLOCKED 3. Nudism                             | ✓ BLOCKED 4. Pornography               |
| ✓ BLOCKED 5. Weapons                            | ✓ BLOCKED 6. Adult/Mature Content      |
| ✓ BLOCKED 7. Cult/Occult                        | ✓ BLOCKED 8. Drugs/Illegal Drugs       |
| ✓ BLOCKED 9. Illegal Skills/Questionable Skills | ✓ BLOCKED 10. Sex Education            |
| ✓ BLOCKED 11. Gambling                          | ✓ BLOCKED 12. Alcohol/Tobacco          |
| ✓ BLOCKED 13. Chat/Instant Messaging (IM)       | 14. Arts/Entertainment                 |
| 15. Business and Economy                        | ✓ BLOCKED 16. Abortion/Advocacy Groups |

<sup>1</sup> Taken directly from  
[http://www.sonicwall.com/downloads/SonicWALL\\_CFS\\_Premium\\_Administrators\\_Guide.pdf](http://www.sonicwall.com/downloads/SonicWALL_CFS_Premium_Administrators_Guide.pdf) (pg 24-34).



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- |   |   |
|---|---|
| 17. Education                                 | 19. Cultural Institutions                 |
| 20. Online Banking                            | 21. Online Brokerage and Trading          |
| ✓ BLOCKED 22. Games                           | 23. Government                            |
| 24. Military                                  | 25. Political/Advocacy Groups             |
| 26. Health                                    | 27. Information Technology/Computers      |
| ✓ BLOCKED 28. Hacking/Proxy Avoidance Systems | 29. Search Engines and Portals            |
| 30. E-Mail                                    | 31. Web Communications                    |
| 32. Job Search                                | 33. News and Media                        |
| ✓ BLOCKED 34. Personals and Dating            | 35. Usenet News Groups                    |
| 36. Reference                                 | 37. Religion                              |
| 38. Shopping                                  | 39. Internet Auctions                     |
| 40. Real Estate                               | 41. Society and LifeStyle                 |
| ✓ BLOCKED 42. Gay and Lesbian Issues          | 43. Restaurants and Dining                |
| 44. Sports/Recreation                         | 45. Travel                                |
| 46. Vehicles                                  | 47. Humor/Jokes                           |
| ✓ BLOCKED 48. MP3/Streaming                   | ✓ BLOCKED 49. Freeware/Software Downloads |
| ✓ BLOCKED 50. Pay to Surf Sites               | 53. Kid Friendly                          |
| 54. Advertisement                             | 55. Web Hosting                           |
| 56. Other                                     | 64. Not Rated <sup>2</sup>                |

### Forbidden Domains

Giles IT and management have also deemed that it is necessary to block some other social networking and non-business related websites. These are domains that have been forbidden use of and access to from the Giles network. These sites are called **Forbidden Domains** which are defined in the SonicWall on the Custom List. This list includes the following sites.

Facebook.com

Myspace.com

Twitter.com

Youtube.com


### Requesting Unblock Responsibility

A user can request that a site be unblocked by sending an e-mail to [admin@gileschemical.com](mailto:admin@gileschemical.com). This request needs to include the domain name, the reason the user wishes for the site to be unblocked, and the reason given on the block page for the restriction. IT will review the request with management (if necessary) and then follow up with requester.

Additionally, occasionally there is a need for a site to be temporarily unblocked (usually for download purposes). Again, this request can be made to [admin@gileschemical.com](mailto:admin@gileschemical.com) by following the instructions in the above paragraph but also including that it is a temporary unblock.

<sup>2</sup> Taken directly from

[http://www.sonicwall.com/downloads/SonicWALL\\_CFS\\_Premium\\_Administrators\\_Guide.pdf](http://www.sonicwall.com/downloads/SonicWALL_CFS_Premium_Administrators_Guide.pdf) (pg 24-34).

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### **Personal Use and Social Networking Responsibility**

As an employee of Giles, you assume the rights and responsibilities of professional Internet usage. You are representative of Giles Chemical and therefore are expected to use discretion and respect Giles Internet access, resources, systems and policies, other associates, partners, affiliates, clients and customers. This includes any and all relationships that Giles has with other businesses and individuals. Additionally, if you access any systems in your personal and free time away from work, you are assumed to be responsible with regards to your involvement and affiliation to Giles and its associations. You are prohibited from writing, posting, publishing, or any kind of messaging, etc. with regards to and about Giles, its products and its associations without prior consent from the president. Blogging is also prohibited.

### **Mobile Responsibility**

Cellular/mobile phones and technology devices should be limited to Giles business during business hours while at work. Emergency exceptions are permitted, please notify management when needed. Many of these devices now access the Internet and e-mail. Therefore the Giles Internet and e-mail policies are still in force during use of these devices during business/working hours.

### **Security Responsibility**

It is your responsibility to report any breaches, illegal, suspicious or misuse of Giles Internet to management or IT immediately or as soon as possible when one of these situations occurs.

### **Conclusion**

By use and access to the Internet through any Giles systems, users (including temporary) are in consent of, governed by and in agreement to Giles Internet access, firewall and any and all associated policies.

If you are found to have misused or violated Giles systems and/or policies disciplinary action, revocation of system privileges and possible termination could be a result.

Giles Internet connection (including access to it), the SonicWall, all hardware and software systems and all associations with it are the property of Giles. Giles IT and management reserves the right access these systems and its associations at anytime without notice.

*Giles reserves the right to amend this document at any time and for any reason.*