

# Relay Web Filter Best Practices: Video Rules, Domain Recategorization & Custom Lists.

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## Page Overview

This page will go over the best practice for using Lightspeed Relay's Default and Video Rules. Including how to use the Dynamic Database Lookup, when to use the Custom Allow/Block list, and how to recategorize a website. Information on this page is either directly from Lightspeed's help articles or has been told to NWOCA from a Lightspeed representative. Source articles are listed at the bottom of this page or linked throughout.


## Video Rules:

**Note** - These are best practices when using Smart Play, if you are using Force Restricted Mode please read this article to learn more: [Video Rules](#).

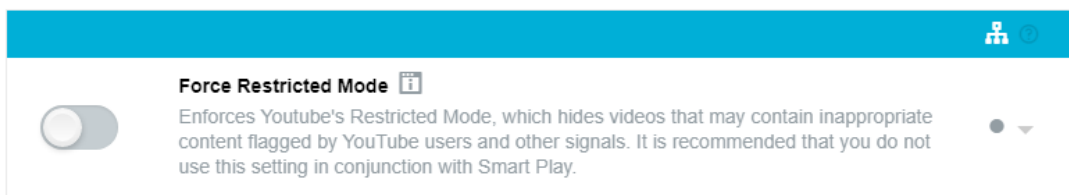
**Smart Play** ⓘ

Smart Play is an education-focused, machine-learning categorization of videos that allows educational videos and always blocks mature videos.

Allow Uncategorized Videos (may contain mature videos)



## YouTube Controls

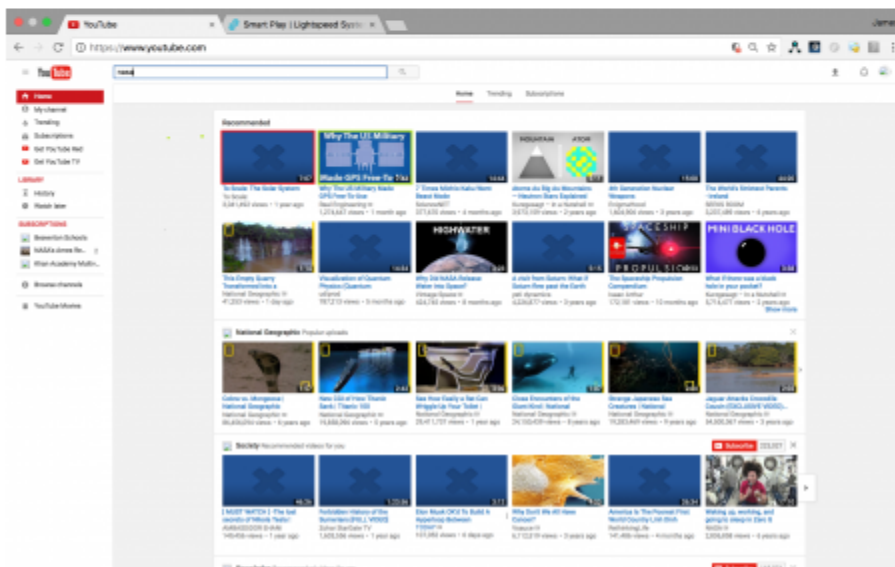
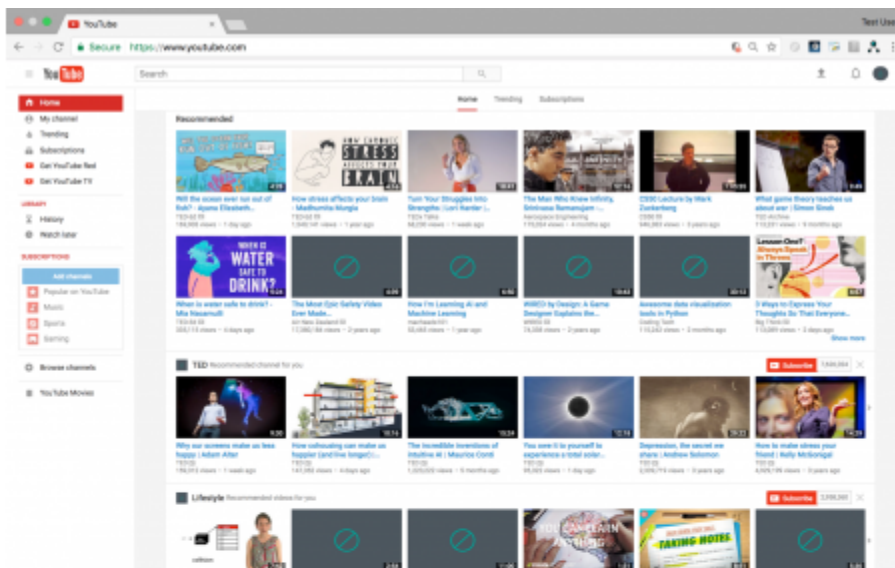


**Force Restricted Mode** ⓘ

Enforces Youtube's Restricted Mode, which hides videos that may contain inappropriate content flagged by YouTube users and other signals. It is recommended that you do not use this setting in conjunction with Smart Play.

## Smart Play

If your students can access YouTube and are seeing some videos blocked as below, Smart Play is at work.



Lightspeed Systems Smart Play uses its machine-learning AI database engine to accurately categorize YouTube videos. They have categorized millions of videos including all of the top education channels like Khan Academy, Discovery, Brightstorm, and CrashCourse. Videos can be allowed or blocked based on the same category decisions made for other content. So students can research and browse on YouTube like normal behavior, and it's safe. Furthermore, whether they're on [YouTube.com](https://www.youtube.com) or another site with those videos embedded, educational videos will be accessible.

### Dynamic Database Lookup ([Archive Site](#))

- Smart Play has 3 categories:
1. Mature – Known Mature videos (Always blocked)
  2. Educational.Videos – Known Educational Videos (Always allowed)
  3. Uncategorized – Unknown Videos we have not yet scanned (Can be toggled allowed or blocked)

**If a video is uncategorized then the expectation is to submit that video URL to the [archive.lightspeedsystems.com](https://archive.lightspeedsystems.com) page.** This will let the Database team know and they will scan the video to categorize it accordingly. Once completed, your Relay database will update to match what Lightspeed has determined. Also, please understand this doesn't mean Lightspeed will automatically allow it. If they categorize the video as mature you will still need to add it to the Custom Allow List to override the category.

### Checking a Video using the Dynamic Database Lookup

- To check a video in the Dynamic Database Lookup go to <https://archive.lightspeedsystems.com/> and enter the full URL.

Dynamic Database Lookup

Lightspeed Systems Web Filtering solutions are driven by our proprietary dynamic database, which contains millions of categorized domains to make the Web safe for schools.


Find out how any domain is categorized by using the search function.

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- If it's in the education, videos category, the video is already allowed in Relay.

## Submit YouTube URL

**Title:**

**URL:**  

**Category:**

**Email:**

**Review Reason:**

488 characters left

Request Crawler Calibration


- If the video is categorized as unknown or mature enter your email address and the reason you would like the video to be reviewed. Once submitted you will receive an email acknowledging your review request followed by the result of the review. Anyone is able to use the Dynamic

Database Lookup to check and request Lightspeed to review a URL. Meaning that Teachers can check and request videos be reviewed without having to involve their IT department.

## Submit YouTube URL

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**Title:** Autumn River Sounds - Relaxing Nat

**URL:** youtube.com/watch?v=6uhRxK\_EOm 

We are working to expand category support for Smart Play that would include the appropriate categorization for this video. To allow immediate access to this video/channel, follow the simple steps in this article:  
<http://community.lightspeedsystems.com/?p=42883>

**Category:** Unknown

**Email:** Enter your email address

**Review Reason:** Enter a review reason

488 characters left

Request Crawler Calibration

## Video Rules - Custom Allow/Block List

### Video List

There is a 100 video limit per group for the Custom Allow/Block Video List, this is intended as all videos should be submitted to Lightspeed's Database team for review. The main use of the custom lists is to override the categories Lightspeed has assigned. A secondary function the list can serve is as a temporary allow/block while waiting for Lightspeed to review the content. Once it has been reviewed, the URL should then be removed from the custom list unless it goes against what the district wants.

### Channel List

It is recommended to whitelist channels instead of individual videos, that way you can target more than just one video. Additionally, districts can create and whitelist their own school YouTube channel. This way content created by their teachers can be uploaded to the school's channel and will automatically be allowed. A suggestion to keep content organized is to separate videos into playlists named after a teacher or class.

The same recommendation applies to blacklisting channels instead of individual videos.

## Default Rules:

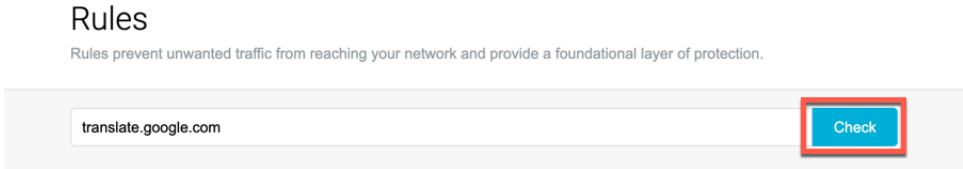
**As with Video Rules, the best method to filter sites is to recategorize them rather than adding them to the Custom Allow/Block list.** The benefit of using categories versus simply adding sites to an allowed list is you can add multiple websites and then turn them on and off per group. Additionally, categories do not have entry limitations so you can recategorize an unlimited amount of domains. To recategorize a site you can either change it to a different prebuilt category or set it to a custom one.

## Recategorizing a Website

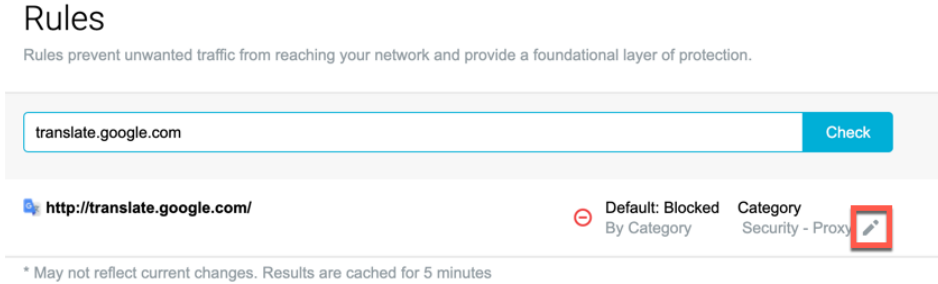
There are two ways to change a site's category, either from the Default Rules Site Check or by using the View Domains option on a category.

### Default Rules Site Check

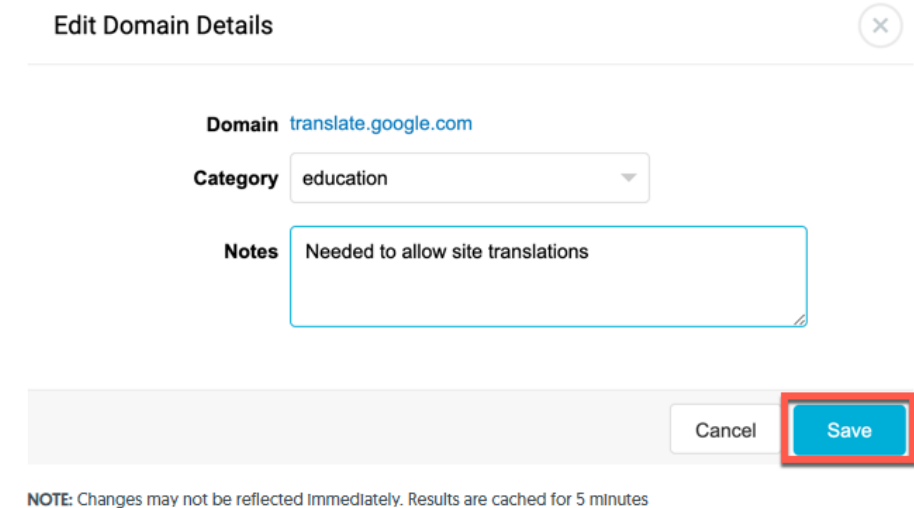
- To check how a site is categorized go to Default Rules, enter a URL in the search bar, then select Check.



- Next, select the Pen icon to edit the category.



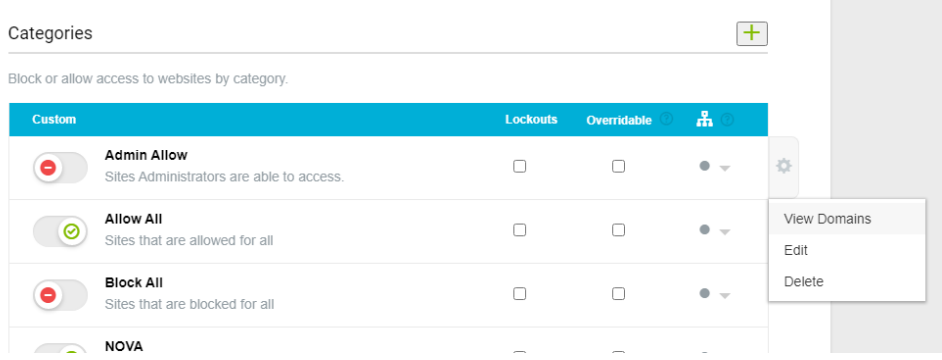
- In the popup, select the desired prebuilt or custom category, enter an optional note, and select Save.



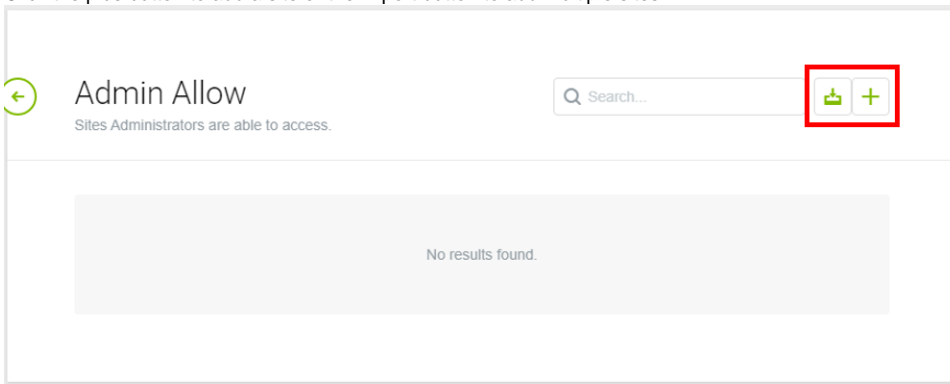
**NOTE:** Changes may not be reflected immediately. Results are cached for 5 minutes

## View Domains

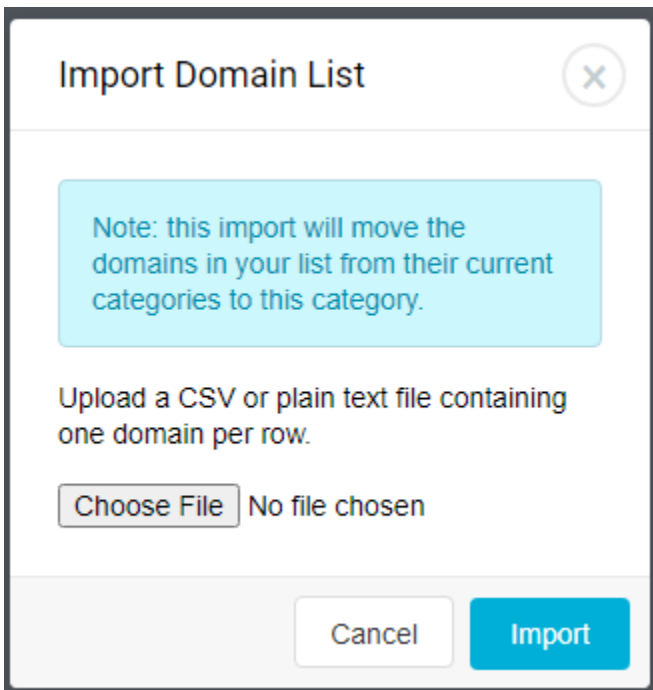
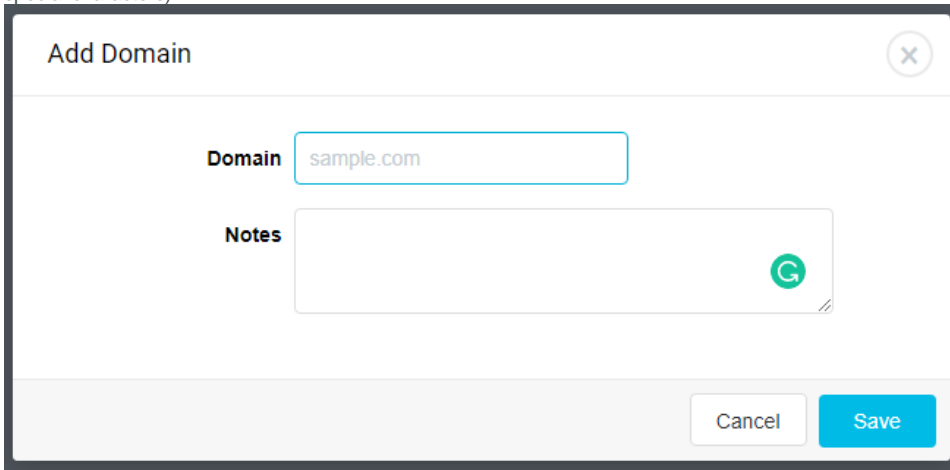
- To recategorize a site or multiple sites at one time click the gear icon to the right of your intended category, then click View Domains.



- Click the plus button to add a site or the import button to add multiple sites.



- In the popup, enter the site's domain, an optional note, and select Save or choose your file, and select Import. (Note that domains cannot include special characters)



Differentiate Categories by Group

Just like the prebuilt categories, custom categories can be toggled differently depending on which group you are modifying. Below are examples of categories and how they work in different groups. Please take note of the group location in the top lefthand corner of each screenshot. Depending on the group the categories may be toggled on or off to best suit different filtering needs.

- Home/Default Group - The most restrictive group and where all sub-groups inherit their policies from.

Home

Search users and groups

### Categories

Block or allow access to websites by category.

| Custom   | Lockouts                 | Overridable              |     |
|--|--------------------------|--------------------------|-----|
| <input type="checkbox"/> <b>Admin Allow</b><br>Sites Administrators are able to access.  | <input type="checkbox"/> | <input type="checkbox"/> | ● ▼ |
| <input checked="" type="checkbox"/> <b>Allow All</b><br>Sites that are allowed for all   | <input type="checkbox"/> | <input type="checkbox"/> | ● ▼ |
| <input type="checkbox"/> <b>Block All</b><br>Sites that are blocked for all  | <input type="checkbox"/> | <input type="checkbox"/> | ● ▼ |
| <input checked="" type="checkbox"/> <b>NOVA</b><br>Whitelist from SchoolsPLP and Lincoln Learning Solutions                        | <input type="checkbox"/> | <input type="checkbox"/> | ● ▼ |
| <input type="checkbox"/> <b>Student Block</b><br>Sites students are not able to access, but teachers and staff can.                | <input type="checkbox"/> | <input type="checkbox"/> | ● ▼ |
| <input type="checkbox"/> <b>Teacher &amp; Staff Allow</b><br>Sites Teachers and Staff are allowed to access, but students are not. | <input type="checkbox"/> | <input type="checkbox"/> | ● ▼ |

- Staff Group - This is where Teachers and Staff are located so more of the custom categories have been manually allowed. Admin Allow is blocked because it was inherited from Home.

... NWOCA West Staff

Search users and groups

### Categories

Block or allow access to websites by category.

| Custom  | Lockouts                 | Overridable              |     |
|---|--------------------------|--------------------------|-----|
| <input type="checkbox"/> <b>Admin Allow</b><br>Sites Administrators are able to access.   | <input type="checkbox"/> | <input type="checkbox"/> | ● ▼ |
| <input checked="" type="checkbox"/> <b>Allow All</b><br>Sites that are allowed for all  | <input type="checkbox"/> | <input type="checkbox"/> | ● ▼ |
| <input type="checkbox"/> <b>Block All</b><br>Sites that are blocked for all   | <input type="checkbox"/> | <input type="checkbox"/> | ● ▼ |
| <input checked="" type="checkbox"/> <b>NOVA</b><br>Whitelist from SchoolsPLP and Lincoln Learning Solutions                                   | <input type="checkbox"/> | <input type="checkbox"/> | ● ▼ |
| <input checked="" type="checkbox"/> <b>Student Block</b><br>Sites students are not able to access, but teachers and staff can.                | <input type="checkbox"/> | <input type="checkbox"/> | ● ▼ |
| <input checked="" type="checkbox"/> <b>Teacher &amp; Staff Allow</b><br>Sites Teachers and Staff are allowed to access, but students are not. | <input type="checkbox"/> | <input type="checkbox"/> | ● ▼ |

- Administrators Group - All categories except for Block All have been allowed because members of this group should have access to all allowed sites.

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### Categories +

Block or allow access to websites by category.

| Custom  | Lockouts                 | Overridable              |   |
|---|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> <b>Admin Allow</b><br>Sites Administrators are able to access.  | <input type="checkbox"/> | <input type="checkbox"/> | <span style="color: purple;">●</span> ▼ |
| <input checked="" type="checkbox"/> <b>Allow All</b><br>Sites that are allowed for all  | <input type="checkbox"/> | <input type="checkbox"/> | <span style="color: grey;">●</span> ▼   |
| <input type="checkbox"/> <b>Block All</b><br>Sites that are blocked for all   | <input type="checkbox"/> | <input type="checkbox"/> | <span style="color: grey;">●</span> ▼   |
| <input checked="" type="checkbox"/> <b>NOVA</b><br>Whitelist from SchoolsPLP and Lincoln Learning Solutions                                   | <input type="checkbox"/> | <input type="checkbox"/> | <span style="color: grey;">●</span> ▼   |
| <input checked="" type="checkbox"/> <b>Student Block</b><br>Sites students are not able to access, but teachers and staff can.                | <input type="checkbox"/> | <input type="checkbox"/> | <span style="color: purple;">●</span> ▼ |
| <input checked="" type="checkbox"/> <b>Teacher &amp; Staff Allow</b><br>Sites Teachers and Staff are allowed to access, but students are not. | <input type="checkbox"/> | <input type="checkbox"/> | <span style="color: purple;">●</span> ▼ |

## Custom Categories

In addition to the prebuilt categories that are in Relay, you can create your own custom categories. Creating your own categories allows you to custom categorize websites and URLs.

*Example:* Pinterest is categorized by default into the Mature category (this is due to the lack of controls available within Pinterest to restrict the mature content on the site). You can create a custom category called *Allowed Social Media* and place Pinterest into the category. You can then also recategorize Twitter, placing it into your new *Allowed Social Media* category. Now that you have two sites in the category you can easily allow or block this category for different groups.

For more information on how to create a Custom Category please read this article: [Custom Categories](#).

## Default Rules - Custom Allow/Block List

There is a **500 entry limit for the Custom Allow/Block List per Group/OU**. To stay under the limit, use the lists for specific URLs and not entire websites whenever possible. For example, if you want users to be able to access a specific page on Facebook, but not the entire site you should enter in the full URL for that page instead of `"*facebook.com*"`. This also works for certain sections of sites. Continuing with Facebook, let's say that The Virtual Art Room's videos need to be allowed, but not all of Facebook. To do this, enter the video selection URL surrounded by wildcards. This will allow all the videos from The Virtual Artroom's Facebook page.

The Custom Block List works in a similar matter, if you want to block an entire site it is best to recategorize it to a category that is already blocked. If there is a specific page or section of a site you want to block you can add those specific URLs to it.

Custom Allow List Examples:

**Section of a site:** `*facebook.com/thevirtualartroom/videos/*`

**Specific URL:** `*facebook.com/thevirtualartroom/videos/1371201176544670/*`



# Custom Allow List

Domains, subdomains or links that are always allowed (unless in a sealed category). Optionally specify whether domains should be scanned for flagged terms. Use asterisks (\*) for advanced matching. 500 items max.

Enable for After School Rules

Q face



| <input type="checkbox"/> | Items ↓   | Allow Flagging                      |
|--------------------------|---|-------------------------------------|
| <input type="checkbox"/> | <a href="#">🌐</a> *facebook.com/thevirtualartroom/videos*                   | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <a href="#">🌐</a> *facebook.com/thevirtualartroom/videos/1371201176544670/* | <input checked="" type="checkbox"/> |

Please note these examples will only allow the page/section. There could be assets running in the background that may also need unblocked.

## Source Articles:

1. [https://help.lightspeedsystems.com/s/article/shared-youtube-videos?language=en\\_US](https://help.lightspeedsystems.com/s/article/shared-youtube-videos?language=en_US)
2. [https://help.lightspeedsystems.com/s/article/Check-site-categorization-in-Relay?language=en\\_US](https://help.lightspeedsystems.com/s/article/Check-site-categorization-in-Relay?language=en_US)
3. [https://help.lightspeedsystems.com/s/article/custom-categories?language=en\\_US](https://help.lightspeedsystems.com/s/article/custom-categories?language=en_US)
4. [https://help.lightspeedsystems.com/s/article/Smart-Play-for-Organizations?language=en\\_US](https://help.lightspeedsystems.com/s/article/Smart-Play-for-Organizations?language=en_US)
5. [https://help.lightspeedsystems.com/s/article/video-rules?language=en\\_US](https://help.lightspeedsystems.com/s/article/video-rules?language=en_US)