

## CIPA Requirements for Libraries

Libraries that receive E-Rate funding or utilize services funded with E-Rate must comply with the Children's Internet Protection Act (CIPA) by filtering Internet services with a technology protection measure and implementing an Internet Safety Policy that was adopted at a public meeting.

CIPA applies to the use of any device owned by a library regardless of whether the device is used on campus or off campus and regardless of whether the device utilizes Internet access services provided by the library.

The following four elements are required to be considered CIPA compliant:

<b>Internet Filtering Technology Protection Measure</b>	
Requirement	A technology protection measure such as Internet filtering software
Description	A protection measure must be in place to block or filter Internet access by adults and minors to visual depictions that are obscene, child pornography, or harmful to minors (with respect to the use of computers with Internet access by minors). The filter must be applied to all computers, not just computers used by minors. It can be temporarily disabled for adults engaged in bona fide research or other lawful purposes.
Acceptable Proof	<ul style="list-style-type: none"> <li>• An invoice and proof of payment for the purchase of filtering equipment or software</li> <li>• Filter logs and screenshots of filter settings</li> </ul>

<b>Internet Safety Policy</b>	
Requirement	A formal, written Internet Safety Policy (which also may be known as an Acceptable Use Policy)
Description	<p>The Internet Safety Policy must address the following issues:</p> <ul style="list-style-type: none"> <li>• Access by minors to inappropriate matter on the Internet and World Wide Web</li> <li>• The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications</li> <li>• Unauthorized access including "hacking" and other unlawful activities by minors online</li> <li>• Unauthorized disclosure, use, and dissemination of personal information regarding minors</li> <li>• Measures designed to restrict minors' access to materials harmful to minors</li> </ul>
Acceptable Proof	<ul style="list-style-type: none"> <li>• A copy of the approved Internet Safety Policy (with the adoption date listed on it)</li> <li>• Copies of each approved revision of the Internet Safety Policy (with the revision date listed)</li> </ul>

<b>Public Notice of a Meeting to Adopt the Policy</b>	
Requirement	Reasonable public notice that a meeting will be held to discuss and adopt the Internet Safety Policy
Description	The library must provide reasonable public notice of a public meeting to adopt the Internet Safety Policy.
Acceptable Proof	<ul style="list-style-type: none"> <li>• A copy of a newspaper article, Facebook posting, or other notice that was posted to announce the meeting</li> <li>• A printout or screenshot of the school website or calendar announcing the meeting</li> </ul>

<b>Public Meeting to Adopt the Policy</b>	
Requirement	A public meeting to discuss and adopt the Internet Safety Policy
Description	The library board or the authority with responsibility for administration of the library must hold at least one public meeting to discuss and vote to adopt the Internet Safety Policy. For public libraries, a meeting where public comment is permitted satisfies the requirement. If the policy is revised, a public meeting to approve the revision must be held.
Acceptable Proof	<ul style="list-style-type: none"> <li>• A copy of the agenda <u>and</u> approved minutes from the meeting where the Internet Safety Policy was adopted</li> <li>• A copy of the agenda <u>and</u> approved minutes from each meeting where the policy was revised</li> </ul>

***The documentation listed above must be retained for at least 10 years after the last day of the funding year in which the policy was relied upon to obtain E-Rate funding. In the event of an audit, failure to provide the documentation may result in the loss of continued E-Rate funding and/or obligate your library to reimburse the full costs for Internet services for any funding year in which your library was found to be non-compliant.***