



## CIPA Document Retention Guidelines

The E-Rate Program requires CIPA (Children's Internet Protection Act) Compliance. Keep documentation of your compliance with CIPA, including the following:

- **Evidence that an internet filter is in place and working.** Examples of appropriate documentation include – but are not limited to – an invoice from a service provider showing charges for Internet filtering services, a work order showing when the filter was installed and tested, or a regular system report or log showing websites or actions that were blocked.
- **Evidence of a public notice and public hearing or meeting.** Examples of appropriate documentation include – but are not limited to – a newspaper announcement, an agenda referencing the hearing or meeting, or school or library board meeting minutes.
- **Existence of an Internet safety policy.** The Internet Safety Policy must address the following issues:
  1. Prevent access by minors to inappropriate matter on the Internet
  2. Provide safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication
  3. Prevent unauthorized access including "hacking" and other unlawful activities by minors online
  4. Prevent unauthorized disclosure, use, and dissemination of personal information regarding minors
  5. Provide measures designed to restrict minors' access to material harmful to minors.
  6. For SCHOOLS: Provide student education regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response.
  7. For LIBRARIES: The process by which any adult patron (age 17 and older) can request the filter be disabled for any lawful purpose.

## CIPA Compliance Assessment

This Assessment is a tool to help determine if your entity is CIPA-compliant as defined by the E-rate program. It can identify areas that may need to be addressed and to identify the types of documentation needed to support your entity's CIPA compliance.

Completing this assessment does not ensure that your organization is CIPA-compliant. However, it will help to identify potential areas that need attention.

Please save your CIPA Compliance documentation with your E-Rate related files.

### Internet Filter

Documentation and procedures needed to show the Internet Filter is in place.

- ☐ Copies of the invoices for Internet filtering services (purchase and renewal)
- ☐ Work orders or other documentation showing when the filter was installed
- ☐ Documentation of any breaks/issues in filter service
- ☐ Documentation showing the types of websites that are blocked
- ☐ Filter logs demonstrating how the filter works and sites being blocked

### Public Notice and Public Hearing

Documentation needed to prove a public hearing concerning the Internet Safety Policy was held and that advanced notice was given.

- ☐ Documentation of public notice that a public hearing regarding your Internet Safety Policy was to be held. This could be a newspaper ad, a school board agenda, screen shots of a public website, a flyer to patrons, or something similar.
- ☐ Evidence meeting was held, such as minutes of the meeting

### Internet Safety Policy Documentation Needed:

- ☐ Copy of the most current version of the Internet Safety Policy
- ☐ Documentation of when the Internet Safety Policy was created and last revised
- ☐ Documentation of how often the policy is reviewed and evidence of most recent review.

### Internet Safety Policies Need to Include:

- ☐ The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications
- ☐ Access by minors to inappropriate matter on the Internet and World Wide Web
- ☐ The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications
- ☐ Unauthorized access, including so-called "hacking," and other unlawful activities by minors online
- ☐ Unauthorized disclosure, use, and dissemination of personal information regarding minors
- ☐ Measures restricting minors' access to materials harmful to them
- ☐ For SCHOOLS: Providing for the education of students regarding appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response
- ☐ For LIBRARIES: The process by which any adult patron (age 17 and older) can request the filter be disabled for any lawful purpose.