EDITABLE TEMPLATE · CIPA INTERNET SAFETY POLICY

[Library or School Name] Internet Safety Policy

Policy number: [Policy number] · Date adopted: [Date adopted] · Adopted by: [Board name]

How to use this template

1. Replace every item in [square brackets]. Delete the options that do not apply to you.
2. Keep Sections 1 to 8. Together they cover what CIPA requires of every school and library.
3. Schools: keep Section 9 (monitoring and online safety education). CIPA requires it for schools. Libraries can delete it.
4. Libraries: keep Section 10 if staff may turn off the filter for adults doing bona fide research or other lawful work. CIPA allows this but does not require it. Schools may use Section 10 for adult staff.
5. Describe only what you really do. A reviewer will compare this policy with your practice.
6. Before the board adopts the policy, give reasonable public notice and hold at least one public hearing or meeting on the proposed policy and filter. Private schools give notice to their own constituent group. Record both in Section 11.
7. Keep the adopted policy and the notice, agenda and minutes for at least 10 years after the later of the last day of the funding year or the service delivery deadline. Do this for every funding year that relies on this policy.
8. Ask your attorney or E-Rate adviser to review the final text. This template is not legal advice. Delete this box, the grey template notes and the footer before adoption.

1. Purpose

[Library or School Name] provides internet access to support [learning and teaching / library services]. This policy explains how [Library or School Name] protects users, and minors in particular, when they go online on its computers and network.

[Library or School Name] adopts this policy to meet the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h) and (l), and the FCC rules at 47 C.F.R. § 54.520.

2. Scope

This policy applies to everyone who uses [Library or School Name] computers with internet access or its network. This includes [students / patrons], staff, volunteers and guests.

[Optional: It also applies to devices that [Library or School Name] owns and manages when they are used away from its buildings.]

3. Definitions

Minor	Any person who has not reached the age of 17.
Obscene	Has the meaning given in 18 U.S.C. § 1460.
Child pornography	Has the meaning given in 18 U.S.C. § 2256.

Harmful to minors	Any picture, image, graphic image file, or other visual depiction that: (i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
Sexual act and sexual contact	Have the meanings given in 18 U.S.C. § 2246.
Technology protection measure	A specific technology that blocks or filters internet access to the material described in Section 4. This policy calls it "the filter".

> **Template note:** *These definitions follow 47 C.F.R. § 54.520(a)(4). Keep the legal wording as it is.*

4. Technology protection measure (the filter)

4.1 [Library or School Name] uses a technology protection measure on all of its computers with internet access. It protects against access by adults and minors to visual depictions that are obscene or child pornography. When minors use the computers, it also protects against access to visual depictions that are harmful to minors.

4.2 [Library or School Name] enforces the operation of the filter during any use of its computers with internet access. [If you keep Section 10: The filter may be turned off only for an adult, as set out in Section 10.]

4.3 The [Board name] decides what other matter is inappropriate for minors. It has decided that the filter will also block: [list any other categories, for example proxy and anonymizer sites, or write "no other categories"].

4.4 Users may not try to get around or turn off the filter, for example with proxies, VPNs or other tools.

4.5 If a site seems to be blocked by mistake, users may ask [title or contact] to review it. [Describe how requests are made and answered.]

> **Template note:** *CIPA leaves the decision on what is inappropriate for minors to the local school board, library board or other responsible authority (47 C.F.R. § 54.520(c)(4)).*

5. Topics this policy must address

CIPA requires this policy to address the five topics below.

5.1 Access by minors to inappropriate matter on the internet and World Wide Web

[Library or School Name] limits minors' access to inappropriate matter online with the filter in Section 4 and with [staff supervision of computer areas / other measures you use]. [Name the age groups, rooms or devices this covers.]

5.2 Safety and security of minors when using email, chat rooms and other direct electronic communications

[Describe your rules. For example: minors use only the email and messaging tools that [Library or School Name] approves; minors are told not to share personal details with people they meet online; anyone who

receives a threatening or inappropriate message tells [title].]

5.3 Unauthorized access, including so-called "hacking", and other unlawful activities by minors online

Minors and other users may not gain or try to gain unauthorized access to any system, account or data, including "hacking". They may not use [Library or School Name] computers or network for any unlawful activity.

5.4 Unauthorized disclosure, use and dissemination of personal information regarding minors

Staff do not disclose, use or share personal information about minors online without authorization. [Describe who may authorize this, for example a parent or guardian, and any policy it follows.] Minors are [taught / reminded] not to share their own personal information, such as their home address, phone number or photos, with people they do not know.

5.5 Measures designed to restrict minors' access to materials harmful to minors

[Library or School Name] restricts minors' access to material harmful to minors by using the filter on all of its computers with internet access [and by staff supervision of computer areas used by minors].

6. Roles

[Title, for example Technology Director] runs the filter and keeps its settings, reports and records.

[Title, for example E-Rate Coordinator] keeps the records in Section 11 and makes the CIPA certification for each funding year.

Staff [supervise minors' use of computers / help users follow this policy].

7. Violations

Violations are handled under [the Student Code of Conduct / the Patron Behavior Policy / staff policies]. [Library or School Name] may limit or end a user's internet access.

8. Review

The [Board name] reviews this policy [every year / every [number] years] and when technology or practice changes. Changes are adopted by the [Board name].

> **Template note:** *USAC says more public meetings are not needed when you amend the policy, unless state or local rules or the policy itself require them. If your policy should require one, say so here.*

Section for schools. Keep if you are a school. Libraries delete Section 9.

9. Schools: monitoring and online safety education

9.1 Monitoring. [School Name] monitors the online activities of minors. [Describe how, for example staff supervision in classrooms and labs, and review of filter reports by [title].]

9.2 Online safety education. [School Name] educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. [Title] is responsible for this. [Describe the grades, timing and how delivery is recorded.]

> **Template note:** *Required for schools. The education element has applied since July 1, 2012. The policy must provide for the education. It does not need to contain the lesson materials (FCC 11-125).*

Optional section. Libraries keep it if staff may turn off the filter for adults. Schools may use it for adult staff.

10. Adult access for bona fide research or other lawful purpose

10.1 An administrator, supervisor or other person authorized by [Library or School Name] may disable the filter during use by an adult, to enable access for bona fide research or other lawful purpose.

10.2 Who may authorize it: [titles, for example Branch Manager, Reference Librarian on duty].

10.3 How an adult asks: [the adult asks staff at the desk / the adult signs in on a page and affirms that they will use the computer for bona fide research or other lawful purpose].

10.4 Who counts as an adult: [Library or School Name] treats users aged [17 / 18] and older as adults.

10.5 How long: the filter is turned back on [at the end of the session / after [number] minutes].

10.6 Record: staff log the date, time, staff member and length of each time the filter is turned off. [State what is and is not recorded.]

> **Template note:** *CIPA allows this but does not require it (47 C.F.R. § 54.520(c)). USAC gives the sign-in page with an affirmation as an example. CIPA defines a minor as anyone under 17.*

11. Adoption and public meeting record

Public notice given on	[Date]
How notice was given	[Website announcement / posted agenda / newspaper notice / notice to constituent group (private schools)]
Public hearing or meeting held on	[Date]
Place	[Place]
Held by	[Board name]
Agenda item	[Number and title]
Public comments	[Short summary, or "No comments received"]
Adopted by	[Board name]
Date adopted	[Date adopted]
Vote, resolution or minutes reference	[Reference]
Effective date	[Date]
Where the records are kept	[Office or file location]

Signature: [Board President or Chair]

Signature: [Board Secretary or Clerk]

Date

Date

Revision history

Version	Date adopted	What changed	Notice and meeting date (if held)
1.0	[Date adopted]	First adoption	[Date]