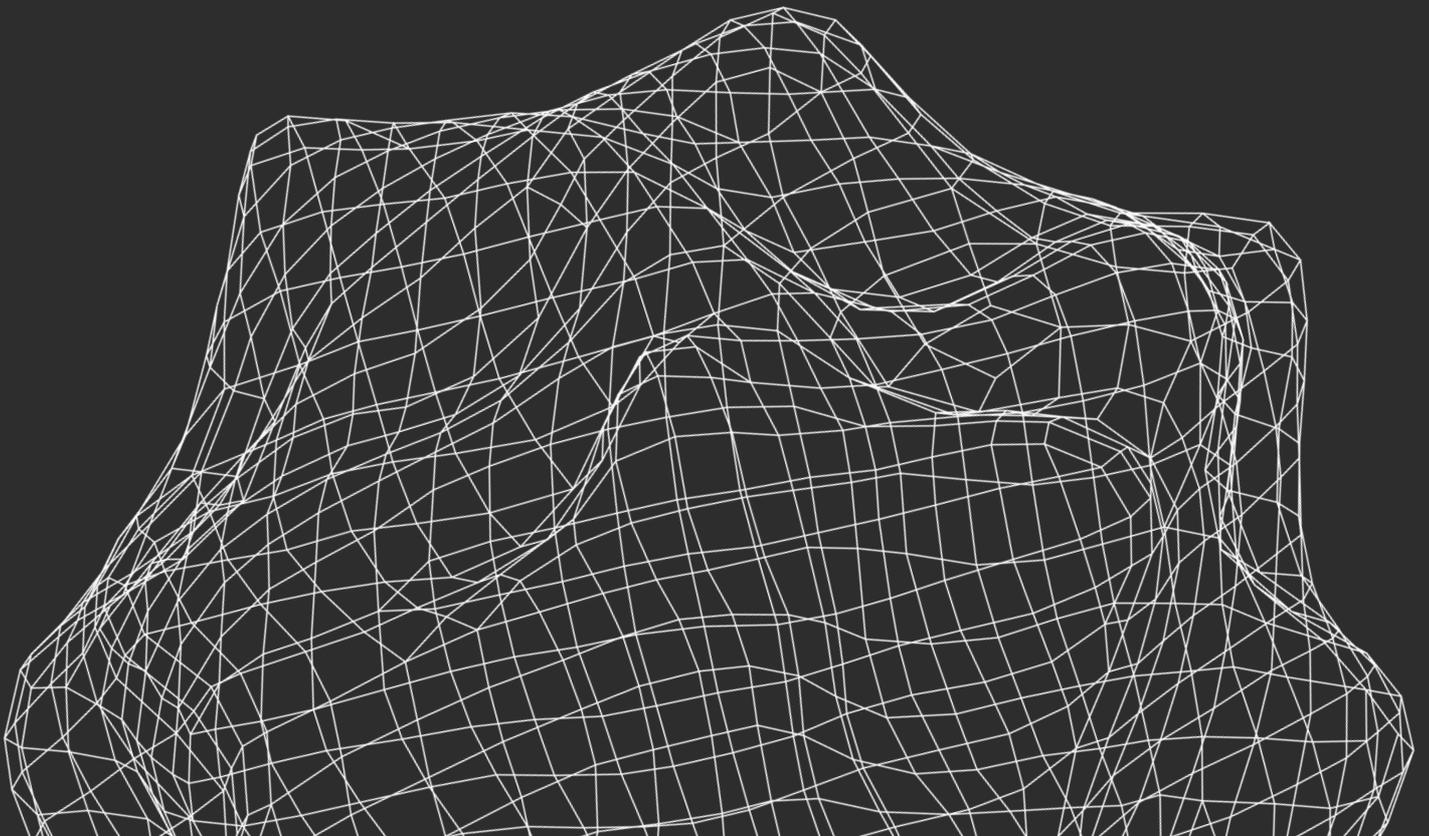


Guide

# E-RATE CIPA step-by-step guide



Libraries and schools must be CIPA compliant to receive E-Rate funding to purchase hardware, internet access, and telecommunications to connect their students to learning opportunities. Here is a step-by-step guide on how to get CIPA compliance.

- 1** **Develop a technology protection plan:** Develop a plan that outlines the steps your organization will take to protect children from accessing inappropriate content online.
- 2** **Update or create an Internet Safety Policy.** This internet safety policy must address all of the following:
  - Access by minors to inappropriate matters on the internet
  - The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
  - Unauthorized access including “hacking” and other unlawful activities by minors online
  - Unauthorized disclosure, use, and dissemination of personal information regarding minors
  - Measures designed to restrict minors’ access to materials harmful to minors
- 3** **Hold a public meeting with a public notice:** You must have one public meeting where you discuss your approach to an Internet Safety Policy.
- 4** **Install an Internet filter:** Filter the Internet on all computers and devices that are used by children.
- 5** **Monitor Internet access:** Monitor Internet access to ensure that the filter is working properly and that children are not accessing inappropriate content.
- 6** **Educate children:** Schools (not libraries) must provide some form of education about appropriate online behavior.
- 7** **Report any incidents:** Report any incidents of inappropriate content accessed by children to the proper authorities.

**8** Apply for CIPA compliance: fill out the FCC Form 479 and/or FCC Form 486. You should fill out the form annually.

**9** Retain all the documentation for at least 10 years:

- A copy of the internet safety policy
- Documentation that the school or library gave public notice and held a public hearing or meeting on the policy
- Documentation of the adoption of the policy – for example, approval in the minutes of the hearing or meeting, or documented adoption by a school or library board
- A description of the filter
- A report or other documentation on the use of the filter
- The documentation should show that the filter was installed and was working during the funding year
- Copies of the FCC Form 479 and/or FCC Form 486, as applicable \*

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\* Consortium members report their CIPA status by submitting the FCC Form 479 to their consortium leader.

The consortium leader then files the FCC Form 486.

#### First Year in E-rate?

In the first funding year, you have some time to become CIPA compliant. It is not necessary to be CIPA compliant, you should indicate that you are working towards it on the FCC Form 486.

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By following these steps, your organization can be sure to meet CIPA compliance and protect children from inappropriate content online.

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