CIPA Policy Compliance Checklist

9/30/2011

Must be completed and/or you must have documentation that shows your compliant policy is already in place by **7/1/2012**

- Document proof of public (board) meeting where CIPA policy is included as an agenda item and its announcement to the public (web page, or newspaper notice)
- Post, publish, or otherwise document that the policy is/was approved by the board.
- Policy should include the following terms and/or phrases:
    - Technology Protection Measures are in place and used for all Internet Access
    - Monitoring of Internet usage for minors and adults is policy
    - Internet Safety Training is to be provided to minors and addresses:
        - Appropriate online behavior
        - Cyberbullying awareness and response
        - Social networking sites
        - Chat rooms

Please keep in mind that policies should not include detailed procedures describing how you comply with policy. Whatever is written in policy becomes an auditable item that you will be held accountable for. If the above items are included in documented policy, you have complied with the rules.

An excellent discussion of the differences between policy and procedures and links to example AUP's is posted on the CoSN web site here: http://www.cosn.org/Default.aspx?TabId=8139