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E-RATE CIPA Internet Safety Instruction Guidance

Education institutions that accept E-Rate Reimbursements for approved discounts are required to facilitate the requirements of the FCC Order (FCC 11-125) 'educating' requirements of the Children's Internet Protecting Children Act (CIPA). This order mandates that education institutions applying for E-Rate discounts (beyond simple telecommunication services) MUST provide Internet Safety Policies that include "monitoring the online activities of minors and must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response."

DOE will maintain (for 10 years) documentation* that verifies CIPA/E-Rate Compliance including:

**This documentation consists of the verification that districts and charter schools submit as part of the Internet Safety Policy process and Medial Literacy Standards evidence collection.*

- Board-approved copy of the LEA's Internet Safety Policy (e.g. Acceptable Use Policy - AUP), and the Agenda and Minutes for the school board/governing body meeting when approval occurred. The Internet Safety Policy should address:
 - Access by minors to inappropriate matter 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 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
- Scope and sequence of the internet safety/digital citizenship lessons being taught, including grade level, as aligned to the three federally required content areas:
 - Appropriate Online Behavior
 - Social Networking
 - Cyberbullying Awareness and Response
- Curriculum and/or resource documentation as aligned to the scope and sequence for the three federally required content areas:
 - Appropriate Online Behavior
 - Social Networking
 - Cyberbullying Awareness and Response

Districts and Charter Schools will maintain (for 10 years) documentation that verifies CIPA/E-Rate Compliance including:

- Implementation documentation:
 - Teacher names, dates, lessons taught, and the number of students that demonstrate that Internet safety instruction has been implemented during the school year (aligned to scope and sequence and curriculum/resources referenced above)
 - ISAFE Users - this information is stored in ISAFE's administrative portal only if educators are logging into the system, downloading curriculum assets, and certifying
 - Non-ISAFE Users – must keep detailed records of the implementation details