

*****ATTACHMENTS*****

Minutes
Mead Public Library
Policy Committee
June 30, 2016

A meeting of the Mead Public Library (MPL) Policy Committee was held on Thursday, June 30, 2016. Present committee members: Kathie Norman, chair, Dolcye Johnson, Henry Nelson and Maeve Quinn. Staff present: Debbie DeAmico, Garrett Erickson, Lauren Richmond, Helene Capizzi and Melissa Prentice.

1. Opening of Meeting

- 1.1 Norman called the meeting to order at 1:02 p.m. She determined there was a quorum present.
- 1.2 Quinn **moved** to approve the February 5, 2015 minutes. Johnson **seconded**. The motion **passed**.

2. Items for Discussion and Possible Action

2.1 Discussion on language translation of marketing materials

In the past any documents contractual in nature or policy were translated into Spanish and Hmong. Certain marketing materials were also translated. Currently only materials translated are those marketed for programs specifically in other languages. Moving forward, administration to determine which documents to continue to produce in Spanish, but Hmong translation no longer necessary.

2.2 Discussion and possible action to update library gifts policy

Current gift policy states any donation over \$100 is to be deposited into the Foundation, but it does not specify which account. Any large restricted donation should be taken to the board for decision on deposit. The two possible accounts are the Foundation Endowment account, for investment, and the 850 account, which is to hold funds until used by the Library.

Quinn **moved** to revise subsection C under Monetary Gifts and Gifts of Securities in the Library Gift Policy to now read "MPL Fund" instead of "Mead Public Library Foundation". Johnson **seconded**. The motion **passed**.

Johnson **moved** to revise a name change from "850 Investment Account" to "MPL Fund" within the Foundation's agreement document. Quinn **seconded**. The motion **passed**.

Quinn **moved** to revise subsection C under Monetary Gifts and Gifts of Securities in the Library Gift Policy to now read "Any restricted/unrestricted monetary gift..." Johnson **seconded**. The motion **passed**.

2.3 Discussion and possible action to clarify meeting facilitator succession in bylaws document

Quinn **moved** to insert “In the event of the absence of the prior two officers, the Finance Chair shall assume and perform duties and function of the President” at the end of Article III, Section 3 of the Bylaws. Johnson **seconded**. The motion **passed**.

2.4 Discussion and possible action to address remote access to library board meetings in bylaws document

Quinn **moved** to adopt City ordinance 2-138 with the following revisions: remove “not” from Section B, remove “except as follows” as well as Subsections 1 and 2 under Section A and remove Sections D and E. To be inserted into Library Bylaws between Sections 3 and 4 under Article IV. Johnson **seconded**. The motion **passed** (subject to legal review).

3. Upcoming Meetings

- 3.1 Future Mead Public Library agenda items: update to weapons policy, requirements for e-rate funding, update to city liaison role in bylaws document
- 3.2 Next meeting TBD

4. Adjourn

- 4.1 Norman adjourned the meeting at 2:21 p.m.

Title: Bylaws of Library Board of Trustees Chapter: Foundation Statements Approved By: Library Board of Trustees	Document Type: Policy Document Number: 02.02 Original Effective Date: 10/23/2008 Date of Last Revision: 8/25/2016
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**BYLAWS OF MEAD PUBLIC
LIBRARY BOARD OF TRUSTEES**

ARTICLE 1 – IDENTIFICATION

The name of this organization is the Board of Trustees of Mead Public Library, located in Sheboygan, Wisconsin, established by the City of Sheboygan, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under that statute.

ARTICLE II - MEMBERSHIP

- Section 1. Pursuant to Chapter 43.54 of the Wisconsin Statutes, and the City of Sheboygan Ordinances, the Board of Trustees of the Mead Public Library shall consist of 9 members who shall be appointed by the Mayor of the City of Sheboygan, with the approval of the Common Council. One member shall be the Superintendent of the Sheboygan Area School District, or designee, and one member shall be a member of the City of Sheboygan Common Council. Additional members may be appointed to the Library Board pursuant to Sec. 43.60(3), Wis. Stats.
- Section 2. Pursuant to Chapter 43.60 of the Wisconsin Statutes, the Sheboygan County Board of Supervisors may appoint a person to serve on the Board of Trustees who shall represent a “non-librariated” area. This person shall serve in addition to the 9 members set forth in Section 1.
- Section 3. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

ARTICLE III – OFFICERS

- Section 1. A President and Vice President shall be elected at the annual meeting for a term of one year. Vacancies in either office shall be filled at the next regular meeting of the Board after the vacancy occurs.
- Section 2. The President shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office of president.
- Section 3. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform duties and function of the President. In the event of the absence of the prior two officers, the Finance Chair shall assume and perform the duties and functions of the President.

- Section 4. The President shall appoint a chair of the Finance Committee, for a term of one year. The Finance Committee Chairperson shall lead review of the Library's debts paid during the current period to the Board at its monthly meeting, or as often as necessary.
- Section 5. The President shall designate appointment of one Board member to represent the Library on the Eastern Shores Library System Board, with formal election by the Sheboygan County Board of Supervisors. The President shall also recommend at least one Board member (but not more than two) to serve as a director of the Mead Public Library Foundation, Inc., with formal election by the Foundation Board.
- Section 6. The Library Director shall serve as Secretary of the Library Board, *ex officio*. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with the office of secretary.

ARTICLE IV – MEETINGS

- Section 1. The Library Board shall meet regularly each month on a day and time set by Board resolution, subject to the accommodation of holidays. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.
- Section 2. Special meetings may be called by the President, or upon request of two members, or by the Library Director with the permission of the President. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given each member of the Board at least 24 hours in advance of such meeting.
- Section 3. A quorum for the transaction of business shall consist of a simple majority.
- Section 4. Remote Attendance.
- a) Remote attendance permitted. A member of a city governmental body, as defined in Wis Stats. 19.82(1), who desires to appear at a meeting by telephone, video conference, or other remote method of participation shall be entitled to participate and vote to the fullest extent possible.
 - b) Quorum. A member who is not physically present shall count towards a quorum.
 - c) Proper equipment. Appropriate equipment shall be used so that the attending public can readily observe or hear such person's participation at the meeting.
- Section 5. The order of business for each meeting shall be determined by the President.
- Section 6. Public notice must be given of all open meetings pursuant to the requirements set forth in Section 19.84 of the Wisconsin Statutes.
- Section 7. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's Open Meetings Law (Wis. Stats. Sections 19.81 – 19.98).
- Section 8. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board, in all cases in which they are not inconsistent with these Bylaws and Chapter 43 of the Wisconsin Statutes.

ARTICLE V - COMMITTEES

Section 1. The following standing committees shall be appointed by the President promptly after the annual meeting: Finance Committee, Human Resources Committee, and Information Technology Committee.

- A. The Finance Committee shall have the following purpose: to review the annual revenue and expenditure budgets submitted by the Library Director for Board review and adoption. It shall also consider other financial reports at the request of the Board President. Its purpose shall include initiation, review, and reporting to the Board on agreements between the Library and other governmental and non-governmental units as well as to oversee administration of major contracts with vendors whether public or private in addition to those duties assigned or referred to it by the Board from time to time. The President and Finance Officer shall serve on the committee with the Finance Officer acting as chair. If no Finance Officer has been appointed, the President shall act as chair.

- B. The Human Resources Committee shall have the following purpose: to review the employee compensation policies and practices of the Board, including the establishment of compensation for the Library Director, and to recommend compensation policy revisions for adoption by the Board. In addition, it shall hear employee grievances and appeals as set forth in Board policies. Its purpose shall include those duties assigned or referred to it by the Board from time to time. The Vice President of the Board shall serve on the committee and act as its chair.

- C. The Information Technology Committee shall be a standing committee. Its purpose shall be to initiate, review and report to the Board on new and enhanced services delivered through the use of both established and developing information technologies. It shall also consider questions of policy, funding and strategic direction for review by the Board. Its purpose shall include duties assigned or referred to it by the Board from time to time. The President shall appoint the chair.

Section 2. Ad hoc committees for the investigation and study of selected issues may be appointed by the President to serve until the final report of the work for which they were appointed has been completed.

ARTICLE VI – DUTIES OF THE BOARD OF TRUSTEES

- Section 1. Legal responsibility for the operation of Mead Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power to determine rules and regulations governing library operations and services
- Section 2. The Library Board shall select, appoint and supervise a properly certified and competent Library Director, who shall appoint such other assistants and employees as the Board deems necessary, and prescribe their duties and compensation.
- Section 3. The Library Board shall audit and approve all expenditures of the Library.
- Section 4. The Library Board shall have exclusive charge, control and custody of all lands, buildings, money or other property given or granted to, or otherwise acquired or leased by, the City of Sheboygan for library purposes.
- Section 5. The Board shall approve the budget and ensure that adequate funds are provided to finance the approved budget.
- Section 6. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all library expenditures.
- Section 7. The Board shall cooperate with other public officials and maintain vital public relations.

ARTICLE VII – LIBRARY DIRECTOR

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The Director shall attend all Board meetings, but may be excused from closed sessions, The Director shall serve as Secretary, and shall have no vote. The Library Director shall be held responsible for the employment and direction of the staff.

ARTICLE VIII - AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the Board provided the proposed amendment was stated in the call for the meeting. Adoption of an amendment to these Bylaws requires a majority vote.

ARTICLE IX - REVIEW

These Bylaws shall be reviewed *in toto* at intervals not greater than once every five years.

This Amendment Written: December, 2014

Amended and Approved by the Board: February 26, 2015

Title: Firearms, Open or Concealed Carry Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.51 Original Effective Date: Date of Last Revision:
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Firearms, Open or Concealed Carry

1. State law (Wis. Stats. 941.235) prohibits the open carrying of weapons in public buildings such as the library by other than those authorized by the law to do so. Thus, no employee shall open carry a firearm while in the Library building.

2. Although the State of Wisconsin allows concealed carrying of weapons, including handguns, no employee is permitted to carry a handgun while on duty.

<p>Title: Code of Conduct Chapter: Miscellaneous Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 14.01 Original Effective Date: Date of Last Revision: 10/27/16</p>
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Code of Conduct

In keeping with its mission to enrich, educate, connect, create, and inspire, the Mead Public Library is committed to providing excellent customer service in a safe and inviting atmosphere conducive to the use of the library spaces and resources. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are and are not allowed on library property. Library staff will enforce these guidelines in a consistent and impartial manner.

The following behaviors and activities are examples of conduct not allowed on Library property:

- All illegal activities
- Entering with concealed or openly visible firearms or other dangerous weapons, with the exception of those carried by authorized law enforcement agents
- Damaging, defacing, destroying, or stealing library property
- Carrying, consuming, and/or being under the influence of drugs or alcohol
- Harassing or threatening another person or staff
- Behaving in a disorderly manner
- Panhandling or soliciting
- Bringing in personal items of an excessive size or quantity, such as shopping carts, garbage bags, or large pieces of luggage; blocking of aisles, seating, shelves or any thoroughfare with personal items, or leaving personal items unattended at any time.
- Sleeping
- Using library restroom facilities for inappropriate purposes such as loitering, bathing, etc.
- Smoking or use of electronic smoking devices in the library building and within 25 ft. of the main entrance outside the building
- Loitering or interfering with free passage
- Using cell phones, audio, or personal equipment in a manner that disturbs others or interferes with library use and service
- Violating computer use policies
- Bringing animals into the library except for persons with disabilities as defined by the ADA Act
- Refusing to provide library card or other identification to library staff or security guards when requested
- Leaving children under the age of 10 unattended by a responsible person
- Trespassing on library property during a banning period.

Members of the public shall not enter the building unless fully clothed including, but not limited to, a shirt or other covering of their upper bodies and shoes or other footwear. Persons whose bodily hygiene is so lacking as to constitute a nuisance or health hazard to other members of the public or to the staff create an impediment to the use and/or the provision of Library services and so shall be required to leave the building.

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff is subject to removal from library property and/or restriction of library privileges. Violations of the Mead Public Library Code of Conduct may also result in a formal banning from Mead Public Library and/or criminal prosecution.

6. Layoff

The City makes every attempt to provide regular, consistent employment. At times, city funding or budget constraints, customer demands or other factors affect work availability. If a lay-off should become necessary, factors such as overall work performance, skill and ability, productivity and attendance will be used in deciding which employees will be laid off. Length of service will be considered a factor in deciding which employees will be laid off when other factors are equal.

7. Use of City Property

Unauthorized possession or use of any City property, equipment, or materials, or removal of City property from the premises is prohibited. The employee's supervisor must approve any equipment transfer or movement.

8. Shift Premium

Shift premium for non-represented City employees will be issued for hours worked outside of traditional office hours. (This benefit does not apply to Mead Library employees.) Shift premiums applies as follow:

- 6:00 a.m. – 6:00 p.m. : No shift premium
- 6:00 p.m. – 11:59 p.m.: \$0.35/hour
- 12:00 a.m. – 5:59 p.m.: \$0.45/hour

9. Mileage Reimbursement

Employees may be required to use their own personal vehicle for travel while conducting city business (other than di minimis travel within the City of Sheboygan. When this occurs, the employee will be reimbursed at the current IRS rate for each mile driven.

10. Parking

In most City facilities, parking is provided for employees at no cost. Employees working in City Hall or the Library will be assigned parking in the municipal lot or given an off-street parking pass and the cost of parking will be covered by either the City or the Library.

11. Dress Code

Employees represent the City of Sheboygan when they are at work. Each person is expected to dress appropriately for their respective job. In an office setting, shorts, t-shirts or immodest apparel is not considered appropriate attire. The City reserves the right to send an employee home if he/she is inappropriately dressed. Time missed for this purpose would be unpaid (non-exempt / hourly employees).

12. Concealed Carry

Although the State of Wisconsin allows concealed carry of handguns, no employee is permitted to carry a handgun while on duty unless the employee is granted express authorization by the City of Sheboygan.

13. Workers Compensation

Employees who are involved in a work related injury resulting in full days off ("lost time injury") will be paid following the state approved schedule (the first 3 days off are non-compensable). The pay rate issued will be in accordance with state requirement.

14. Special Clothing/Accessory Allowance

Employees who are required to wear special clothing or use special equipment for their work will receive an allowance (paid on the 2nd payroll in January) of the following:

- a) Uniform Allowance: \$100 / paid at the beginning of the calendar year
- b) Safety Boot / Shoe / Equipment: \$100 / paid at the beginning of the calendar year

Internet Safety Policies and CIPA: An E-Rate Primer for Schools and Libraries

Prepared by E-Rate Central

The Children’s Internet Protection Act (“CIPA”), enacted December 21, 2000, requires recipients of federal technology funds to comply with certain Internet filtering and policy requirements. Schools and libraries receiving funds for Internet access and/or internal connection services must also meet the Internet safety policies of the Neighborhood Children’s Internet Protection Act (“NCIPA”) which addresses the broader issues of electronic messaging, disclosure of personal information of minors,¹ and unlawful online activities. The Protecting Children in the 21st Century Act, enacted October 10, 2008, adds an additional Internet Safety Policy requirement² covering the education of minors about appropriate online behavior.³

Introduction to CIPA Compliance

CIPA (and the associated NCIPA) requirements for E-rate purposes are governed by rules promulgated by the Federal Communications Commission (“FCC”) and administrated by the Schools and Libraries Division (“SLD”). The basic FCC rules are summarized below.

1. Applicability: CIPA compliance is required for any school or library receiving E-rate funds for three of the four eligible service categories – Internet Access, Internal Connections, and Basic Maintenance of Internal Connections. Applicants for Telecommunications services only, are exempt.
2. Timing: Full compliance is required in an applicant’s second year of funding after CIPA’s enactment. For most applicants, full compliance has been required since FY 2002 (beginning July 1, 2002). An applicant applying for E-rate for the first time need only to certify that it is “undertaking actions” so as to be in compliance by its second year.
3. Filtering: CIPA requires the implementation of a “technology protection measure” – generally referred to as an Internet filter – to block access to visual depictions deemed “obscene,” “child pornography,” or “harmful to minors.”⁴

¹ For CIPA purposes, a “minor” means “any individual who has not attained the age of 17 years.”

² The new requirement applies only to schools, not to libraries.

³ The FCC has clarified that the determination of what matter is considered inappropriate for minors is a local decision to be made by the school board, local educational agency, library, or other authority. Most specifically, the FCC found that social network Websites (e.g., Facebook and MySpace) do not fall into one of the categories that must be blocked.

⁴ The terms “obscene,” “child pornography,” and “harmful to minors” are strictly and legally defined (see footnote to the sample Internet Safety Policy in Appendix B).

Filtering is required for all of an E-rate recipient's Internet-enabled computers whether used by minors or adults. For E-rate funding purposes, filtering for adult Internet usage can be disabled for "bona fide research or other lawful purpose."⁵

The FCC has not established any standards with regard to the type or effectiveness of Internet filters required for CIPA compliance.

4. Internet Safety Policy: CIPA requires the adoption and enforcement of an "Internet safety policy" covering the filtering discussed above.⁶ For schools, the policy must also address "monitoring the online activities of minors."⁷

NCIPA provisions, applicable to E-rate recipients, requires the policy to address the following five components:

- 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 (including instant messaging);
- Unauthorized access, including so-called 'hacking,' and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
- Measures designed to restrict minors' access to materials harmful to minors.⁸

A separate, but related, provision of the Protecting Children in the 21st Century Act requires that the policy include measures for educating minors about appropriate online behavior.

Prior to adoption, CIPA requires that "reasonable public notice" and "at least one public hearing or meeting" be held to address the proposed Internet Safety Policy. Applicants must be careful to retain documentation of their Policy adoption actions.⁹

⁵ Although the ESEA and LSTA sections of CIPA permit the disabling of filters for both adults and minors, no such disabling provision for minors is included in the E-rate section (SEC. 1721). No provision, however, prevents schools and libraries from setting different levels of filtering for minors on an age-determinant or individual use basis.

⁶ In addition to the three types of material that must be blocked, CIPA explicitly permits schools and libraries to block any content deemed inappropriate for minors by local standards.

⁷ "Monitoring" appears to require only supervision, not technical measures. Specifically, CIPA does not require "tracking of Internet usage by any identifiable minor or adult user."

⁸ Not just visual depictions.

⁹ Applicants must retain Internet Safety Policy documentation — including both the Policy itself and the adoption records — for a period of five years after the end of the funding year that relied on that Policy. Although five years is the standard record retention rule, the FCC has been careful to note that this may mean the retention of Policy documentation far longer than five years. If, for example, a Policy adopted in

The FCC has not established any specific criteria for evaluating an Internet safety policy, nor has it set any specific standards for what constitutes reasonable public notice or a public meeting.

5. **Certification**: The only specific compliance requirement established by the FCC is that an E-rate applicant must certify that it is in compliance with the CIPA provisions summarized above. Certification is required only after funding is awarded by filing a Form 486 indicating receipt of services.¹⁰ Certification is required annually.
6. **Enforcement**: No specific enforcement provisions, other than applicant certifications on FCC Form 486, have been established by the FCC. The only two principles of enforcement are:
 - No Universal Service Fund payments will be made on behalf of any applicant that does not file the requisite certifications; and
 - If certifications are found to be false — as determined by subsequent review or audit — applicants will have to reimburse the Fund for any funds and discounts received for the period covered.

Internet Safety Policy Guidelines

Although neither the FCC nor the SLD has established specific criteria for an Internet Safety Policy, certain practical guidelines can be suggested as a means of complying with the CIPA policy requirements.

Basic Components of a CIPA-compliant Internet Safety Policy:

At a minimum, to fully comply with the spirit of the Internet Safety Policy requirements for E-rate funding, four key guidelines should be met.

1. **The policy should apply to both minors and adults.** Although called the “Children’s Internet Protection Act,” and requiring specific protections for minors, CIPA clearly applies to certain aspects of adult usage as well. Therefore, the policy should deal with both staff and students (or library patrons). As discussed below, a student Acceptable Use Policy may not fully suffice.
2. **The policy should specify use of an Internet filtering mechanism** to, at a minimum, block access to the three categories of visual depictions specified by CIPA – obscene, child pornography, and harmful to minors. Conditions and procedures should be incorporated under which filtering can be disabled (for adults) or made less restrictive (for minors).

2005 was used as the basis of a Form 486 certification in a later funding year, the documentation must be retained for at least an additional five years.

¹⁰ Members of a consortium must certify status on Form 479s that must be submitted to the consortium leaders before the leader files a consortium-wide Form 486.

3. The policy should emphasize staff responsibilities in educating minors on appropriate online behavior and in supervising such activities. This provision is needed to meet the monitoring and education requirements imposed on schools and libraries.
4. The policy should address the NCIPA issues for minors (but is also appropriate for adults). As discussed above, these issues concern the safe use of e-mail and other forms of electronic messaging, unauthorized disclosure of personal information, and unlawful online activities.

A sample Internet Safety Policy, minimally addressing these four CIPA-related guidelines, is provided in Appendix B.

Optional Internet and Network Policy components:

The sample Internet Safety Policy provided in Appendix B is designed solely to meet the basic E-rate requirements for CIPA compliance. Although not the primary purpose of this Primer, it should be noted that many schools and libraries may already have, or may wish to adopt, much broader policies addressing other Internet or network issues. A brief summary of other typical policy components is provided below. Several examples of broader policies are provided in the Internet links listed in Appendix A.

1. Statement of objective. Discussion as to the purpose and importance of the organization's computer network and Internet access. Access to these resources may be designated a privilege, not a right.
2. Penalties for improper use. Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings.
3. Organizational responsibility and privacy. Disclaimers indicating that:
 - The organization does not warrant network functionality or accuracy of information.
 - The organization does not warrant the effectiveness of Internet filtering.
 - The privacy of system users is limited.
4. Acceptable use. Provisions dealing with such issues as:
 - Network etiquette.
 - Vandalism and harassment (e.g., "cyberbullying").
 - Copyrights and plagiarism.
 - Access to social networking or chat room Web sites.
 - Downloading (e.g., music files)
5. Web site. Special provisions dealing with the use and modifications of an organization's own Web site.

6. Personnel responsibilities. Designation of an organization's personnel who are responsible for various aspects of network and user administration and use.

Review and Revision of Existing Policies:

Many schools and libraries may have existing policies in place that fully, or at least partially,¹¹ meet the CIPA requirements for an Internet safety policy. If a review indicates the need for a revision, the following suggestions are offered for consideration:

1. Title. To indicate CIPA compliance, it would be useful to include the words "Internet Safety Policy" in the title or introductory text.
2. Specific terms. Terminology may be important to CIPA compliance.
 - a. Prohibited activity should specifically include access to material deemed "obscene," "child pornography," or "harmful to minors."
 - b. Reference should be made to supervision or "monitoring" of online activities by minors.
 - c. References to disabling of filtering should refer to "disabling or relaxing" for "bona fide research or other lawful purposes."
3. Specific problems. Although not a CIPA issue, it may be appropriate to expand portions of earlier policies to deal more explicitly with problems recently faced by schools and libraries such as student and staff harassment, plagiarism, and copyright violations.
4. Adult usage. The policy should address usage by adults, not simply students and/or minors. Adult-oriented policies are becoming commonplace in corporate and governmental organizations to establish standards of behavior for network usage.
5. Companion policies. Schools, with an existing student-oriented acceptable use policy, may be able to adopt a broader, but simpler, Internet Safety Policy referencing and/or incorporating the acceptable use policy.
6. Public hearing. Revised, CIPA-compliant, Internet safety policies should be adopted in a pre-announced public meeting. A regular school or library board meeting, at which the policy adoption is listed in a pre-released agenda, should be sufficient.

Appendices:

Appendix A – Internet links for further information

Appendix B – Sample, CIPA-compliant, Internet Safety Policy

¹¹ An acceptable use policy for students, for example, may cover many aspects of student behavior, but may not address adult staff usage, monitoring, and education responsibilities.

Internet Links for Additional Information on CIPA and Internet Safety Policies

CIPA Background

- Full text of the Children’s Internet Protection Act
<http://www.ifea.net/cipa.html>
- FCC regulations implementing CIPA: FCC 01-120
http://fjallfoss.fcc.gov/edocs_public/attachmatch/FCC-01-120A1.pdf
- FCC 2011 regulation update: FCC 11-125
http://fjallfoss.fcc.gov/edocs_public/attachmatch/FCC-11-125A1.pdf
- SLD reference material and FAQs on E-rate certification procedures
<http://www.universalservice.org/sl/applicants/step10/cipa.aspx>
<http://www.sl.universalservice.org/reference/CIPAfq.asp>

Internet Safety Policies and Issues

- Resources from the American Library Association (“ALA”)
<http://www.ala.org/ala/issuesadvocacy/advocacy/federallegislation/cipa/index.cfm>
- NTIA Study of Technology Protection Measures
<http://www.ntia.doc.gov/files/ntia/publications/cipareport08142003.pdf>

Sample CIPA-Compliant Internet Safety Policy

Note: The following Internet Safety Policy was developed by E-Rate Central solely to address the basic policy compliance requirements of CIPA and NCIPA for E-rate funding. Schools and libraries adopting new or revised Internet policies may wish to expand or modify the sample policy language (as suggested in the accompanying Primer) to meet broader policy objectives and local needs. Neither the FCC nor the SLD has established specific standards for a CIPA-compliant Internet Safety Policy and neither has reviewed, much less endorsed, this sample policy.

Internet Safety Policy For <School or Library>

Introduction

It is the policy of <School or Library> to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.*

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the <School or Library> online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the <School or Library> staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of <Title> or designated representatives.

[For schools only] The <Title> or designated representatives will provide age-appropriate training for students who use the <School’s> Internet facilities. The training provided will be designed to promote the <School’s> commitment to:

- a. The standards and acceptable use of Internet services as set forth in the <School’s> Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of <School or Library> at a public meeting, following normal public notice, on <Month, Day, Year>.

* CIPA definitions of terms:

MINOR. The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. 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
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.