Memorandum

To: Technology Coordinators, Librarians and/or Directors
From: Nichole Gipson, Client Services Director, Alabama Supercomputer Authority
Date: June 9, 2022
Subject: ASA/AREN CIPA Content Filtering Agreement Instructions

Find the AREN CIPA Content Filtering Agreement for FY 2022 (2022-2023) attached. Should you need to review ASA Policy #ASAP22 and the AREN CIPA Content Filtering FAQs, they can be found at the following websites:

http://www.asc.edu/html/CIPApolicy.shtml

https://www.asc.edu/network/mia-services/cipa/faq

The SLD website (https://www.usac.org/sl/applicants/step05/cipa.aspx) has further CIPA Content Filtering guidance.

Please remember that you should keep documentation of your compliance with CIPA. Your documentation should demonstrate the following:

- **Evidence of a public notice and public hearing or meeting.** Examples of appropriate documentation include – but are not limited to – a newspaper announcement, an agenda referencing the hearing or meeting, or school or library board meeting minutes.

- **Existence of an Internet safety policy.** Your Internet safety policy shall be made available to the FCC, upon request from the FCC, by the Administrative Authority for purposes of the review of the Internet safety policy by the FCC. Note that your policy must address the five issues:
  - 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 communication
  - 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 material harmful to minors.

and – for schools – must specify that the school educates its students about appropriate online behavior as described above. Although schools are not required to specify their online behavior curriculum or trainings in their Internet safety policies, they should keep records of the implementation of their chosen method(s) for educating minors about appropriate online behavior. For example, a school could maintain an annual list of the curriculum, trainings, or other programs provided to its students. Schools should also retain documents demonstrating the frequency with which they provide their students with such programs or access to such curriculum.
- **Evidence that a technology protection measure (filter) was in place and working.** Examples of appropriate documentation include – but are not limited to – an invoice from a service provider showing charges for Internet filtering services, a work order showing when the filter was installed and tested, or a regular system report or log showing websites or actions that were blocked.

Please complete the bottom portion of the attached CIPA Content Filtering Agreement. Be sure to mark the service that best meets your system's needs and then enter your school system or library name. Lastly, enter your name, title, signature and date. **All electronic signatures must include the date and time stamp.** Once all information has been entered and reviewed, please return it to docs@asc.edu.

Please keep a copy of this form for your records. Thank you in advance for taking care of this in a timely manner.