CIPA Compliance for Maine Libraries

Introduction

In 2014, Networkmaine (the University of Maine's unit that provides and supports the Maine School and Library Network (MSLN)), was audited by USAC (the government agency that oversees the federal E-rate program). More than thirty schools and libraries were randomly selected to provide proof of compliance with the Children's Internet Protection Act (CIPA), as part of the auditing process. At that time, very few of the libraries selected could provide the documentation required for CIPA compliance.

This inability to demonstrate compliance creates a significant risk of fees and penalties. To minimize this risk for future MSLN audits, and to ensure that the MSL and MSLN libraries will not be forced to reimburse E-rate funds due to non-compliance, the Maine State Library is establishing a new policy for libraries that receive internet connectivity from MSLN. To that end, we are requesting for libraries to provide copies of their existing internet safety or computer use policies to me, by email, fax or mail.

How do I know if my library needs to be CIPA-compliant?

Two conditions determine if your library must be CIPA-compliant, by law:

1) Does my library receive some or all of its Internet connection from MSLN? Yes ❑ No ❑
2) Is my library's Internet connection from MSLN filtered? Yes ❑ No ❑

If you answered "Yes" to both of these questions, your library needs to be CIPA-compliant. If you don't know the answer to these questions, please contact Jared Leadbetter at the Maine State Library.

What does it mean to be CIPA-compliant?

There are several points that need to be addressed in order to be fully compliant with CIPA. First:

1) Your library must have an Internet Safety Policy that covers:
   - ❑ 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;
   - ❑ Unauthorized access including "hacking" and other unlawful activities by minors online;
   - ❑ Unauthorized disclosure, use, and dissemination of personal information regarding minors;
   - ❑ Any technological measures implemented and designed to restrict minors' access to materials harmful to minors (filtering);
   - ❑ The means by which an adult can lawfully request to bypass filtering.

2) Your library must have implemented:
   - ❑ A technological measure (filter) that restricts access to materials deemed harmful to minors;
   - ❑ Training for staff to assist adult patrons with bypassing the filter upon request.

3) Your library must have documentation that confirms:
   - ❑ A public meeting was held during which these policies and measures were discussed;
   - ❑ Sufficient advance warning of the public meeting was given.

What resources exist to help me become CIPA-compliant?

The Maine State Library offers one-on-one assistance and training in creating your Internet Safety Policy, as well as with learning how to manage and bypass OpenDNS, the free filtering solution provided by Networkmaine.

Networkmaine can provide assistance and training with the OpenDNS filtering solution.

Please visit these sites for further resources:

http://www.maine.gov/msl/erate/training/cipa-compliance.htm (MSL training site on CIPA compliance)

http://www.maine.gov/msl/erate/cipa.htm (MSL instructional site on CIPA)

http://www.msln.net/ (Networkmaine site on MSLN and OpenDNS)

Visit our Event Calendar to register for webinars on Internet Safety Policies and CIPA Compliance):

http://evanced.info/maine/evanced/eventcalendar.asp?libnum=0

Where do I send my policy and supporting documentation?

By email (preferred): jared.leadbetter@maine.gov
Please put "Internet Safety Policy for (name of library) in the subject line!

By fax: 207-287-5624

By mail: Jared Leadbetter
Maine State Library
64 State House Station
Augusta, ME 04333

Thank you for your help!