

1.0 SCOPE:

- 1.1 This procedure applies to the process of providing information security that is compliant with current Children's Internet Protection Act (CIPA) mandates. This includes filtering of all inappropriate material for all Internet access by all users for all devices that are connected to the district's data / Internet network(s).

2.0 RESPONSIBILITY:

- 2.1 It is the responsibility of the Internet and Media Services Administrator, Internet Services Coordinator, and the Network Administrator to ensure that all Internet firewall and filtering services are properly configured and activated.

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Technology

4.0 DEFINITIONS:

- 4.1 Users are students, staff, administrators, and approved guests that use the district's network to access the Internet.
- 4.2 Internet/Intranet User Policy referred to in this document is Board Policy 815. Acceptable Use of Internet/Intranet.

5.0 PROCEDURE:

5.1 Technology Protection Measure

- 5.1.1 The Technology Protection Measure deployed in the Altoona Area School District utilizes advanced filtering technology. Filtering takes place at the head-end of the district's Internet connection and applies to devices and users connected to the district's network.

- 5.1.1.1 A network deployed hardware device(s) is used for filtering. These devices use block list technologies. When this list does not include a site that should be blocked, that site is added to a custom list, which is applied after the list. A sampling of some of the allowed and denied sites can be seen in the AASD CIPA Custom Filter List document.

- 5.1.1.2 The Internet Services Coordinator monitors, maintains, and configures this piece of equipment. The filter list for this device is kept in sync through email correspondence with the Network Administrator. Please see "Filter Processing Flow Chart" documentation.

- 5.1.1.3 When an inappropriate Internet site is requested by a user, the following message is displayed that states the following: "This web site has been blocked in compliance with the Children's Internet Protection Act. If you would like to submit this site for review please click here." If the user continues by clicking "here" on the displayed blocking message, they will be forwarded to an online form to request permission to view the blocked web site. Additions and deletions to the custom list are covered from a user perspective in the "User Request Flowchart" documentation.

- 5.1.1.4 If an employee feels that a particular web site is inappropriate, they must fill out the electronic form, "Filter Request Form," located on the district's Intranet Site. (intranet.aasdcad.com/intranet). The request will be forwarded to the CIPA Committee for a decision to block the site. Once a decision is made, the Internet Services Coordinator will communicate the decision to the requester usually via an email response.
- 5.2 Email filtering is maintained by the Internet Services Coordinator. Email filtering devices work to block emails that contain inappropriate or objectionable content outlined by the district's Internet/Intranet User Policy.
- 5.3 The district's Internet safety policy, Internet/Intranet User Policy, is kept in the Office of the Director of Technology and on the district's Intranet and Internet sites. The policy addresses the following CIPA requirements.
 - 5.3.1 Access to minors to inappropriate material on the Internet.
 - 5.3.2 The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
 - 5.3.3 Unauthorized access, including so-called "hacking and other unlawful activities by minors online."
 - 5.3.4 Unauthorized disclosures, use, and dissemination of personal information regarding minors.
 - 5.3.5 Measures designed to restrict minors' access to materials harmful to minors.
 - 5.3.6 Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. This ensures compliance with the 110-385-Oct. 10, 2008 Broadband Data Services Improvement Act, section SEC. 215. Promoting Online Safety In Schools of Public Law,
- 5.4 Public Notice and Hearing
 - 5.4.1 On August 20, 2001, the district's board of directors discussed and adopted the Internet/Intranet User Policy.
 - 5.4.2 Documentation for the school district's "undertaking actions" can be found in the district's board meeting minutes for the meeting date of August 20, 2001.
- 5.5 CIPA committee
 - 5.5.1 The technology members of the CIPA committee normally convene at a minimum quarterly to discuss Internet issues and filtering compliance. Members include the Director of Technology, the Internet and Media Services Administrator, the Internet Services Coordinator, the Network Administrator, the Database Administrator, the Network Administrator Assistant, and the Web Services Coordinator.
 - 5.5.2 The educational members of the CIPA committee include an Assistant Superintendent, at least one Elementary Principal, and at least one Secondary Principal.

5.5.3 The purpose of the committee is as follows:

5.5.3.1 Establish and maintain the Internet Safety Policy

5.5.3.2 Judge the appropriateness of content requested by users of the School's network (for possible inclusion/ exclusion in the filter appliances)

5.5.3.3 Respond to any and all CIPA related concerns in the district.

5.5.4 The CIPA committee need only respond to valid email correspondence when a user submits a request to open a specific web site that is being filtered or blocked.

5.6 Bypassing of the filters is allowed for select Police Services staff and Administrative staff for the purpose of investigating inappropriate conduct or misuse of Internet privileges. Also, CIPA committee members have access to bypass filtering in order to evaluate the appropriateness of blocked sites when users request a site to be unblocked.

6.0 ASSOCIATED DOCUMENTS: (Copies of all documents listed below are available upon request from the Director of Technology)

6.1 CIPA Act Excerpt of H.R 4577: US Code: 47 U.S.C. § 254(h), (l), as amended. Public Law 106-554 Title 17

6.2 FCC Implementation Order

6.3 ALA v. United States No. 01-1303/Multnomah County Public Library v. United States No. 01-1322 – District Court Decision overturning part of CIPA

6.4 AASD Internet/Intranet User Policy

6.5 Board Meeting Minutes for August 20, 2001

6.6 AASD Miscellaneous Filtering Documentation and Instructions

6.6.1 Filter Modification Instructions

6.6.2 AASD CIPA Custom Filter List

6.6.3 User Request Flowchart

6.7 CIPA Committee Guide

6.8 AASD Intranet – CIPA “Filter Request Form”

6.9 TEC-W004 AASD Web Filter Login & Bypass Instructions / Agreement

6.10 Public Law 110-385 Broadband Data Improvement Act

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Protection</u>	<u>Retention</u>	<u>Disposition</u>
No records associated with this procedure.				

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
30-Oct-02	A	Original Release.
17-Dec-03	B	3.4.4 "Responding to Valid Email Correspondence" was added.
15-Mar-06	C	4.7 Removed words "(Needs created)"
04-Jan-07	D	Some formatting changes were made. The procedure is the same as Rev. C.
23-May-07	E	6.9 Addition of TEC-W004
05-Mar-09	F	Removed references to 6012R2, Also added 5.2.6 and 6.10, as well as other cosmetic changes.
16-Nov-10	G	Removed references to specific or named filtering devices/appliances. Also add more details to 1.1 for defining CIPA.

**** End of procedure ****