



The Summit Center Policies

POLICY NUMBER & TITLE:		10075 Children's Internet Protection Act (CIPA) policy	
Owner:	CIO & CCPO	Policy Division:	Privacy & Security
Effective:	12/5/2020 (new policy)	Last Reviewed/Revised: (QA/CC Only)	

PURPOSE

The purpose of this policy is to require compliance with the *Children's Internet Protection Act (CIPA)*, a federal law that addresses concerns about children's access to obscene or harmful content over the Internet.

SCOPE

This policy applies to the following:

- | | | |
|---|---|-------------------------------------|
| <input checked="" type="checkbox"/> Employees | <input checked="" type="checkbox"/> Consultants | <input type="checkbox"/> Vendors |
| <input type="checkbox"/> Board of Directors | <input checked="" type="checkbox"/> Contractors | <input type="checkbox"/> Volunteers |

In the following programs/departments:

<u>Early Intervention & Education Division</u>	<u>Behavioral Health Division</u>	<u>Community Division</u>	<u>Adult Division</u>
<input checked="" type="checkbox"/> Academy Preschool Integrated	<input type="checkbox"/> Behavioral Pediatrics Clinic	<input type="checkbox"/> B.F.F.S.	<input type="checkbox"/> ACCES-VR
<input checked="" type="checkbox"/> Academy Preschool Self-Contained	<input type="checkbox"/> Consulting & Professional Training	<input type="checkbox"/> Community Habilitation	<input type="checkbox"/> Community Pre-Vocational
<input checked="" type="checkbox"/> Academy School-age	<input type="checkbox"/> Pediatric Feeding Clinic	<input type="checkbox"/> Family Education & Training	<input type="checkbox"/> P.A.C.E.
<input type="checkbox"/> DDC Evaluations	<input type="checkbox"/> Summer Programs	<input type="checkbox"/> Intensive Behavioral Support	<input type="checkbox"/> Pathway to Employment
<input checked="" type="checkbox"/> Early Autism Program	<input type="checkbox"/> Other:	<input type="checkbox"/> Intensive Respite	<input type="checkbox"/> SEMP
<input type="checkbox"/> Eligibility Evaluations		<input type="checkbox"/> L.A.F.F.S.	<input type="checkbox"/> S.T.E.P.S (Day Habilitation)
<input type="checkbox"/> Other:		<input type="checkbox"/> Respite On-Site	<input type="checkbox"/> Other:
		<input type="checkbox"/> Respite Off-Site	
		<input type="checkbox"/> S.T.A.R.	
		<input type="checkbox"/> Other:	
<u>Department</u>			
<input type="checkbox"/> Administrative Services	<input type="checkbox"/> Behavior Support	<input type="checkbox"/> Facilities	
<input type="checkbox"/> Finance	<input type="checkbox"/> Development	<input type="checkbox"/> Human Resources	
<input checked="" type="checkbox"/> IT	<input type="checkbox"/> Marketing & Communications	<input type="checkbox"/> Public Affairs	
<input type="checkbox"/> QA/Compliance	<input type="checkbox"/> Research & Development		

POLICY

It is the policy of The Summit Center 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 (see references below).

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 The Summit Center 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 The Summit Center 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 Information Technology Dept or designated representatives.

The teacher or designated representatives will provide age and ability appropriate training for students who use the The Summit Center's Internet facilities. The training provided will be designed to promote The Summit Center's commitment to:

- a. The standards and acceptable use of Internet services as set forth in The Summit Center'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").

Notices

Public notice shall be provided to parents/guardians of all students.

DEFINITIONS

(located in CFR link below)

REFERENCES: LAWS, REGULATIONS, SUB-REGULATORY GUIDANCE

- [47 USC §254\(5\)](#)
- [45 CFR §54.520](#)
- [FCC.gov Consumer Guide to CIPA](#)

RELATED POLICIES / PROCEDURES / FORMS / ATTACHMENTS

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DISTRIBUTION

- All Academy Staff, IT, Board of Directors

HISTORY



**The Summit Center
Policies**

Revised/ Reviewed Date	Summary of Change	Approvers	Approver Date/Initials
12/5/2020	New policy	CEO	SRA 10/23/20
		VP-Education & Behavioral Health	AJ 10/9/2020
		Corporate Compliance Officer	CAD 10/26/2020

ADOPTED BY THE SUMMIT CENTER BOARD OF DIRECTORS ON 11/17/2020 (SEE NEXT PAGE)



**The Summit Center
Policies**

Board Adoption

This Internet Safety Policy was adopted by The Summit Center's Board of Directors.

Secretary Certification

Eric Saenger, being the duly elected Secretary of The Summit Center, hereby certifies that the foregoing resolution was approved by the Board of Directors of the Agency at the meeting duly called and held on the day of 17, November 2020.

Eric Saenger

Print Name

Signature

