

E-Rate Board Items for June/July 2010

We recommend the following for your Board meetings in June / July 2010. This is the 3rd year that we have listed these so many of you have already adopted these policies.

1. **E-RATE RECORD RETENTION POLICY.** During the on-site E-Rate audits, applicants were required to provide their record retention policy. You should have the following policy for E-Rate Records:

E-Rate Record Retention Policy:

It is the Administration's policy to retain all E-Rate records for a period of five years after the last date of service in accordance with FCC Fifth Report and Order (Para. 47, FCC 04-190, Adopted August 4, 2004).

SAMPLE
WORDING

2. **E-RATE PROCUREMENT POLICY.** As a result of the on-site E-Rate audits, we recommend that you **ADD** the following wording to your purchasing policy: (If you don't have an existing procurement policy, contact us for examples).

E-Rate Procurement Policy:

In selecting service providers for all eligible goods and/or services for which Universal Service Fund ("E-Rate") support will be requested, the Administration shall:

1. Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.
2. Wait at least four weeks after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.
3. Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.
4. Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contact information on the FCC Forms 470.

SAMPLE
WORDING

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3. **Authorization for E-Rate.** If your board delegates authority for E-Rate to the Superintendent or Technology Director, be sure to provide authorization in your June/July board meetings.

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Vote to approve Superintendent _____ as Purchasing Agent for _____ Independent School District, Authorized Representative for all Federal programs including **E-Rate** and Child Nutrition, and Designated Custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including **E-Rate**, all state programs, and all other school programs and activities not listed for the 2010-11 school year.

4. **Discuss compliance with Children's Internet Protection Act (CIPA)-Cyberbullying Awareness.** If you have made ANY changes to your technology protection measure (Internet Filtering) OR your Internet Acceptable Use Policy, you MUST discuss the changes at your next regularly scheduled board meeting. Provide us with a copy of your new Internet Acceptable Use Policy if changes have been made.

SAMPLE
WORDING

We are using _____ for our technology protection measure (Internet filtering software). _____ protects against access by adults and minors to visual depictions that are obscene, child pornography, or - with respect to use of computers with Internet access by minors - harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. Our district policy includes monitoring the online activities of minors.

Our Internet Safety Policy addresses the following as required by CIPA:

- a. access by minors to inappropriate matter on the Internet and World Wide Web;
- b. the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- d. unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- e. measures designed to restrict minors' access to materials harmful to minors.
- f. **[NEW OCTOBER 2008]** educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.