

## **Old Town Public Library Internet Acceptable Use Policy**

Internet access at the Old Town Public Library is an extension of the Library's commitment to meeting the community's information needs.

### **Content**

The Internet is a valuable resource for all sorts of information. However, the Internet is an *unregulated* source of users and information. Not all sources on the Internet provide accurate, complete, or current information. The Old Town Public Library endorses the Library Bill of Rights as adopted by the American Library Association, and supports every citizen's right to free access to information.

### *Disclaimer*

*The Old Town Public Library assumes no responsibility for any damages, direct or indirect, arising from the use of its computers or Internet services.*

### **LIMITATIONS OF LIABILITY:**

All patrons who wish to use the Library's computing resources are required to click on "I Agree" to the following "Limitation of Liability" statement:

#### **"LIMITATION OF LIABILITY"**

By logging on to this computer you (the user) acknowledge you have read and understand the Old Town Public Library Computer Use Policy (the Computer Use Policy) and you agree to fully comply with all terms, conditions and requirements of the Computer Use Policy. You acknowledge and agree that any violation of the Computer Use Policy will result in suspension or revocation of Library computer privileges at the sole discretion of the Library Administration.

### **RIGHTS AND RESPONSIBILITIES**

- The Library will provide unfiltered Internet access to persons age 18 or older who request it for bona fide research or other lawful purpose.
- To ensure patrons' privacy and the confidentiality of library records, the Library shall not disclose personally identifiable information about library users except to law enforcement authorities as required by law.
- The Library reserves the right to restrict time on computers and limit the applications or functions used on the computers.
- Internet access stations will be located by staff for assistance and security.
- Internet computers do not have privacy screens installed on them, therefore, the Library cannot guarantee the absolute confidentiality of what is being viewed. The confidentiality of files and printouts also cannot be assured.
- Please bring in a storage device to save your documents. Ask a Librarian for assistance in figuring out which devices are compatible with our computers.

### **Unacceptable uses of computers by users of any age include but are not limited to:**

- Engaging in illegal activity, including retrieving and viewing of obscene materials.
- Gaining unauthorized access to or "hacking" into any computer system

- Reconfiguration or disruption of computer systems here or elsewhere. Violation of computer security.
- Damage or attempted damage to software, equipment or furniture.
- Any form of cyberbullying as described by the U.S. Department of Health & Human Services on <http://www.stopbullying.gov/cyberbullying/index.html>.
- Intentional exposure to other individuals (especially children) of text or graphics which they may find offensive.
- Unauthorized monitoring or disruption of electronic communications.
- Transmitting inappropriate materials via the Internet, electronic mail, or other forms of direct electronic communication
- Violating copyright laws and software licensing agreements
- Downloading on the hard drive is prohibited, so it is suggested patrons bring in a flash drive to save their files.
- Patrons may not load their personal software on the Library's Internet workstation.

### **PERSONAL LAPTOPS OR DEVICES**

Patrons wishing to use the Library's connection via their personal laptops or other equipment may do so by using the Library's open access WiFi network. Cabled connections are unavailable. Staff will try to assist you in finding available plugins, but due to building limitations we may not be able to provide a plugin.

### **USE OF COMPUTERS BY MINORS**

Children age 17 and under must have a Computer Use Agreement card on file signed by a parent or guardian. Parents and Guardians are responsible for the monitoring of online activities of their children. For safe and successful Internet use, the following sites are suggested to help Parents and Guardians assist their children on the Internet. Staff is available to help Parents and Guardians find resources to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Netcetera	<a href="http://www.onguardonline.gov">http://www.onguardonline.gov</a>
Safe-Net	<a href="http://csa.3rox.net/">http://csa.3rox.net/</a>
ISafe	<a href="http://www.isafe.org">http://www.isafe.org</a>
CyberSmart	<a href="http://www.cybersmartcurriculum.org">http://www.cybersmartcurriculum.org</a>

### **Sanctions**

Violations of the guidelines described above will result in suspension of Internet (and possibly library) privileges. The librarian on duty will assess determination of suspension and time limits involved. Illegal acts involving library computers may also be subject to prosecution by local, state or federal authorities.

### **Staff assistance**

Library staff is available to assist you in your use of electronic resources. Please be mindful that staff may not be familiar with every application, search engine or site you might wish to use.

## **Internet Safety Policy For Old Town Public Library**

### **Introduction**

It is the policy of the Old Town Public Library 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 [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

### **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 Old Town Public Library 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 Old Town Public Library 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 21<sup>st</sup> Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Circulation Manager or designated representatives.

**Adoption**

This Internet Safety Policy was adopted by the Old Town City Council at a public meeting, following normal public notice, on Tuesday, September 2, 2014.