

Wilson Memorial Library	Board of Trustees
	07/22/2019
Internet Policy	Approved 8/26/2019

## **Computer Use and Internet Access Policy**

### I) Purpose

- A) The Wilson Memorial Library provides access to computers and the Internet as part of its mission. The purpose of providing public Internet access is to expose the public to the world of information available on the Internet and to provide equal access to that information for all individuals in the community.
- B) The library has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet and its available resources may contain material of a controversial nature. Individuals must accept responsibility for evaluating content. As with other library materials, the library affirms responsibility of parents or guardians to guide their children's use of the Internet.

### II) Rules and Responsibilities of the library

1. The library expects the use of all its electronic sources such as the Internet to be responsible, ethical, and legal, and consistent with the purpose for which those resources are provided. The Wilson Memorial Library complies with the Children's Internet Protection Act.
  - a. The library affirms the right of every individual to have access to constitutionally protected material as stated in the library's collection development policy, unless they have an overdue fee, which needs to be paid before any access to the computers.
  - b. Parents or guardians, not the library or its staff, are responsible for the Internet use by their children.
  - c. Internet access is provided in a public area shared by users of all ages, backgrounds and sensibilities. Users should consider this when accessing potentially controversial information and images.
  - d. The library reserves the right to ask users to discontinue the display of information and images which cause a disruption.
  - e. Users should respect the privacy of other Internet users by not observing what sites others are accessing.
  - f. Users will not misrepresent themselves as any other user; will not attempt to modify or gain access to files, passwords, or data belonging to others will not seek unauthorized access to any computer system; and will not damage or alter software components of any network or database.
  - g. Technology protection measures, i.e., Internet filters, shall be used to block or filter access to inappropriate material on the Internet.
  - h. Technology protection measures may be disabled by library staff for adults or, in the case of minor, minimized for bona fide research or other lawful purposes.
  - i. Violation of this computer use policy shall result in the loss of computer privileges and may lead to financial responsibility.

### III) Responsibilities of users

- A) Computers access is free to the public. However, users are responsible for paying a per-page charge for anything that they print from the computer.

- B) The Internet is a global entity with a highly diverse user population and information content. Though the Internet provides users with a wide array of excellent information, it also contains information that may be inaccurate, outdated, or personally offensive. Library patrons use it at their own risk. Use of Internet resources carries with it a responsibility to evaluate the quality of the information accessed.
  - C) Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian.
  - D) Illegal use of the internet is prohibited. It is illegal to use the library's computers to access, view, print, distribute, display, send or receive images or graphics of material that violates laws relating to child pornography. Misuse of the computers will result in a loss of privileges. Viewing material that is materially offensive to those that can view the computer screen will also result in a loss of privileges.
  - E) All patrons using the computers provided by the library are using a communal resource that must be maintained for the entire community. Therefore, installation of any software on the library's computers must be cleared by the library director before installation. Failure to do so is grounds for suspension of library computer privileges. Audio materials may be accessed as long as the patron is using headphones to contain the sound, and the volume is low enough to be inaudible to close bystanders.
- IV) Use by persons under the age of 18
- A) Children under the age of 18 who want to use the internet must have a permission slip signed by a parent.
  - B) Permission from a parent or guardian provides acknowledgement that the library is not responsible for monitoring the content that the minor views.
- V) Confidentiality
- A) The Library supports the right to privacy and confidentiality of its patrons and does not maintain records of our user's computer use.
  - B) The Internet is not a secure, private environment. Customers handling financial transactions or other activities that require confidentiality do so at their own risk. In general, electronic communication is not absolutely secure and is subject to outside intervention. It is also subject to monitoring by network administrators in the usual performance of their duties.
  - C) Users are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. However, absolute privacy for patrons using electronic resources in the Library cannot be guaranteed. There exists a possibility of inadvertent viewing by other patrons, either by watching the user's screen, or because a user may leave the screen unattended.
- VI) Wireless
- A) The library provides free, unsecured, wireless internet access for public use. The library does not provide technical support to privately-owned personal wireless devices. Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access will conform with policies regulating other types of public internet access provided by the library. The library may require acknowledgement of its Internet Use Policy through a click-on agreement for patrons accessing wireless services or a signed paper copy of the policy.

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Child's Name

Parent/Guardian Signature

Date