

American Falls District Library COMPUTER USE AND INTERNET SAFETY POLICY

Introduction

Public access to the Internet and online services have become an integral part of the American Falls District Library's (AFDL) programs and services. The intent of this policy is to meet the provisions of the Children's Internet Protection Act and Idaho Code 33-2741, as well as provide guidelines for patrons and staff regarding Internet accessibility and online computer use.

It is the policy of AFDL 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)].

Developed under the direction of the Board of the AFDL, this Internet and Online Access Policy was discussed and adopted, following public notice required by Idaho code, during an open meeting of the Library Board on ___(date)__. This policy supersedes all previous Internet and Online Access Policy statements of the AFDL and is effective on ___(date)__.

This Policy document will be reviewed by the AFDL Board at least every three years.

Legal requirements:

The AFDL's Internet Access Policy complies with Idaho Code 33-2741 Public Library – Internet Use Policy Required and with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The AFDL has in place a policy of Internet safety for minors, including the operation of a technology protection measure, hereafter called "filtering software," on any publicly accessible computer with Internet access that protects against access to visual depictions that are obscene, child pornography, or harmful to minors, as defined in I.C. 33-2741 and the Children's Internet Protection Act. The filtering software will be enforced to provide Internet safety during any use of a computer by a minor.

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Library policy may also limit Internet access or otherwise protect against materials other than the materials specified in Idaho statute.

Purpose

The fundamental mission of the American Falls District Library is to provide free and open access to informational, educational, recreational, and cultural resources to serve the needs of all Library patrons. The AFDL recognizes the vital role that technology plays in fulfilling this mission.

The AFDL provides free computer access to patrons, including access to the Internet, library catalog, electronic databases, educational games, and other software applications. The AFDL also provides wireless internet access to patrons who provide their own computer or properly fitted equipment for wireless connectivity.

General Rules for Using Computers at the Library

The following rules apply to patrons of all ages who are using a library-owned computer or their own computer/device in the library or on the library grounds:

The library's computers are located in public areas that are shared with library users and staff of all ages. Individuals are expected to respect others when accessing information and images.

The library will put forth its best effort to accommodate the needs of persons with disabilities.

Patrons who use Library computers or their own personal computers in the Library or its grounds are required to abide by the Library's Computer Use and Internet Safety Policy as well as any additional rules and time limits posted in the AFDL or its website. Use of any public access computer or wireless connection constitutes acceptance of the policy and related procedures.

Anyone who engages in unacceptable use or whose computer use disrupts library service, or violates library policies or procedures may have their library and/or computer privileges suspended or terminated, or may be asked to leave the library. The AFDL reserves the right to terminate a patron's computer use at any time and without notice.

Users are cautioned that the Internet is not a secure environment. Users are warned that personal information included in all transactions and communications may be subject to unauthorized access by third parties.

Patrons may not cluster around computers in a manner that creates an obstruction or creates noise that distracts others.

Cell phones must be set to silent while in the library. Cell phone conversations must not disturb staff or patrons.

Patrons must use their own headphones when listening to audio content on computers, and must keep the volume low enough to not disturb others.

The library is not responsible for any damages or malfunction of personal laptops or other equipment brought to the library for wireless connectivity.

Downloading streaming audio and video may result in reduced bandwidth, which will slow down Internet access. Users may be requested to stop if circumstances warrant it.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the AFDL 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.

Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment is prohibited.

Users will respect copyright laws and licensing agreements. Users may not copy or distribute electronic materials without the explicit permission of the copyright holder, except as permitted by the principles of fair use. Responsibility for any consequences of copyright infringement lies with the users. The library expressly disclaims any liability or responsibility resulting from such use.

Rules for Use of Library-Owed Computers:

The following rules apply to patrons who are using library-owned computers:

1. AFDL patrons who wish to access the Library computers are requested to obtain a library card.
2. Any block on a patron's library card results in a denial of computer access. If access is denied, patrons must clear issues on their Library accounts before using a Library computer.
3. Youth under the age of 18 may access the Internet with their library card, after signed permission is provided by a parent, guardian, or adult caregiver.
4. Users may not represent themselves as another person or use another person's library card to access library computers. Violations may result in loss of computer privileges.
5. Library computers are available on a first come, first served basis. When all computers are in use, reservations may be made for the next available computer.
6. Patrons may not view obscene or pornographic sites or view images of a prurient nature. If this type of image is accessed inadvertently, please turn off the monitor and notify the library staff immediately so that the library filter can be adjusted. Deliberate access will result in loss of computer privileges.
7. The library's computers do not allow users to retain documents or personal files on the hard drive. All files are automatically deleted whenever the computers are shut down. Patrons may save their data and files on their own personal storage media devices.
8. Patrons may not download or use their own software programs on the computers.
9. Patrons may not unplug, remove, modify or damage computer equipment or software in any way. Users may not attempt to reconfigure the system or interfere with the current system set-up.
10. Users will be held financially responsible for any damage they do to Library hardware, software, data, furniture, or equipment.
11. In the interests of serving all patrons, the Library sets time limits on all computer usage. The library reserves the right to change the time limits at any time without notice.
12. Only staff members are authorized to turn computers on and off.

13. Library staff cannot provide extensive instructions to individual computer users. However, staff will provide assistance to patrons with questions about programs and equipment as time and knowledge permit.
14. Information may be printed through the AFDL's print management system from the public access computers at the cost of \$0.10/page for a black and white copy, \$0.20/page for a double sided black and white copy, \$0.25/page for a color copy, \$0.15/page for a ledger sized copy, and \$0.20/page for a legal sized copy. No printing is available from laptops. Patrons must ask for staff assistance when using their own paper for printing. The Library is not responsible for unwanted pages or incorrectly formatted print-outs.

Internet Access

Acceptable Use of Internet

Access to and use of the Internet is a privilege. Internet access should be used in a responsible and ethical manner consistent with the educational and informational purposes for which it is provided.

Unacceptable uses includes, but is not limited to, the following purposeful, illegal and/or criminal activities:

- Using the Internet for any illegal or criminal purpose that violates local, state, or federal laws including but not limited to, committing fraud; hacking; or engaging in communications that are libelous or slanderous
- Viewing child pornography
- Deliberately displaying obscene and or pornographic images
- Violating copyright law or software licenses
- Compromising the privacy of users
- Attempting to gain unauthorized entry to the Library's network or to cause degradation of system performance
- Attempting to install, delete, or modify Library software
- Attempting to install or run any programs that have not been installed by the Library
- Downloading software from the Internet onto Library computers
- Disrupting the intended use of the Library Internet computers

Inappropriate or illegal conduct will not be tolerated. It will result in the forfeiture of Internet and/or Library use and potential law enforcement action.

Internet Filtering

The Library complies with all federal, state, and municipal laws governing the use of computers in libraries.

The Library has implemented commercial filtering software on all of its Internet-accessible computers. The filtering protects against access to visual depictions of obscenity, and child pornography.

Users should be aware, however, that all currently available filtering software results in a degree of both "under-blocking" (i.e. permitting access to certain material that falls within the foregoing categories) and "over-blocking" (i.e. denying access to certain

constitutionally protected material that does not fall within the foregoing categories). The Library cannot and does not guarantee that the filtering software will block all obscenity, pornography, or materials that are harmful to minors. Nor can the Library guarantee that the filtering software will allow access to all sites that may have legitimate research or other value.

An authorized staff member may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.

As with all Library resources, the Library affirms the right and responsibility of parents/legal guardians/adult caregivers, not Library staff, to determine and monitor minor children's use of the Internet and use of Library resources and facilities.

Children's Use of the Internet

The Library is aware of parental and governmental concerns about child safety on the Internet. The Library also cares deeply about children and has put in place policies and procedures to ensure children have an enriching and safe online experience.

Parents, guardians and caregivers are encouraged to work with their children to develop acceptable rules of Internet use. It is their responsibility to set standards and guidelines and to decide which Library resources and Internet websites are appropriate for their children. Library staff are available to assist parents and their children with Internet use and help identify appropriate Internet sites. The Library has neither the right nor the responsibility to act in place of a parent, guardian, or caregiver, and assumes no responsibility for the use of the Internet by minors.

The following suggestions for parents, guardians, and caregivers are for their children's safety while accessing the Internet:

- Establish your own family rules and guidelines for internet use.
- Teach your children never to give out their names, addresses, phone numbers of other personal, identifying or family information.
- Get to know the sites your children use by viewing them.
- Encourage discussion about all sites including those that make your children feel uncomfortable.
- Make sure your children never arrange a face-to-face for telephone meeting with another Internet user, regardless of how "nice" or "friendly" the user may seem.
- Teach your children to never respond to messages or bulletin board times that are suggestive, obscene, belligerent, threatening or make them feel uncomfortable.

Parents are encouraged to read "Child Safety on the Information Highway," on the Internet at <http://www.safekids.com/child-safety-on-the-information-highway/>

Supervision and Monitoring

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

It shall be the responsibility of all members of the AFDL staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

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

Disclaimer

The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The Library cannot control or monitor material which may be accessible from Internet sources, nor is the Library responsible for changes in content of the sources to which it links, or for the content of sources accessed through the secondary links.

Library patrons use the Internet at their own risk. Individual users must accept responsibility for determining which electronic resource they will access and the relative value of the content. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted and received. In the case of minors, it is a joint responsibility of the user and the parent, guardian, or caregiver. Library staff cannot act in place of parents by supervising children as they explore the Internet. The responsibility of what minors read or view on the Internet rests with parents, guardians, or caregivers.

Each user agrees to indemnify and hold harmless the American Falls District Library, it's Board, Director, and Staff from any claims resulting from his or her use of the Internet at the Library.

A notice of the availability of this Policy will be posted in a conspicuous place within the library for all patrons to observe.

The Library Board has established procedures and guidelines to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. A notice of the availability of these procedures for public review will be posted, as well as the policies made readily available to all staff members. These procedures and guidelines will be adhered to by library staff to enforce the requirements of Idaho Code 33-2741 and the Children's Internet Protection Act.

Library Board Chairperson

Library Director

Footnote: The effective date of the last review of this policy is ____ (date) ____.

Adoption date: ____ (date) ____.

First review date: ____ (date) ____.

Second review date: ____ (date) ____.