

Internet and Computer Use

Section 1: Internet Use

Access to the Internet is provided in conformity with the Indian Trails Public Library District's (ITPLD) endorsement of the American Library Association's "Library Bill of Rights," "Freedom to Read," "Statement on Library Use of Filtering Software" and "Freedom to View" documents, and with its collection development policy and mission statement.

As an information source, the Internet significantly supplements the library's existing collections and enhances the resources available for meeting the community's information needs.

The Internet is largely an unregulated medium, and the library does not monitor, control, verify, or regulate information that can be accessed by members through the Internet. The library considers it important to assist its members in understanding that the information accessed through the Internet may contain material that is incorrect, unreliable, illegal, or obscene. The ITPLD website contains links to useful and informative sites selected by staff in compliance with the library's collection development policy.

Library members use the Internet at their own discretion. ITPLD does not block or filter any information provided by the Internet. Children's access to and use of the Internet is solely the responsibility of their parents or legal guardians.

This policy is subject to periodic review by the library district's Board of Trustees. In applying and interpreting this policy, the same standards of intellectual freedom, privacy, and confidentiality endorsed by the American Library Association and incorporated in the ITPLD policies applied to print and other formats will also be applied to electronic resources.

Section 1.1: Compliance with Internet Use

Members using the Internet at any ITPLD location agree to the following policy. This Policy is also posted near the Internet workstations.

- Use the electronic information resources at ITPLD in a responsible manner, consistent with the educational and informational purposes for which they are provided.
- Use a library card in good standing (an ITPLD or registered reciprocal borrowing card) or a temporary Internet guest Pass.
- Do not use the Internet for any unauthorized, unethical, or illegal purpose.
- Respect the privacy of others by not misrepresenting oneself as another user.
- Do not engage in unauthorized disclosure, use, or dissemination of personal identification information, especially regarding minors.

Violations of the policies and rules that govern the use of the library's Internet resources may result in suspension or loss of the privilege to use these resources. Illegal activity involving the library's Internet resources or equipment will be subject to prosecution by the appropriate authorities.

ITPLD is bound by an agreement with its Internet providers that prohibits any unlawful use of the Internet. The library assumes no responsibility for any damages, direct or indirect, resulting from Internet use.

The library staff shall develop such rules and procedures as are necessary to insure the fair and reasonable use of Internet resources.

Staff may monitor use of Internet workstations to ensure compliance with this policy. Because security of files is technologically difficult to achieve, and the scope of law enforcement searches varies, Internet users are advised that electronic transactions and files could become public. The library reserves the right to take appropriate actions to ensure compliance with this policy and the member conduct policy.

Section 2: Computer Use

Public access computers are provided for members and guests during hours of operation. Members and guests using these workstations agree to the following policy that is posted near the Internet workstations. Users agree they will:

- Not attempt to modify or gain access to files, passwords, or data belonging to others.
- Not seek unauthorized access to any computer system or damage or alter software components of any network or database.
- Not send, receive, or display text or graphics that may reasonably be construed as obscene.
- Not make any changes to the setup or configuration of the software or hardware.
- Be aware of the display of any notices concerning the copyright of information on the Internet and to respect the copyright laws of the United States.

Section 2.1: Express Internet Stations

Express Internet stations may be provided at the library based on demand and situation. Access to these stations is first come first served and is limited to 15 minutes. Printing is available from these stations using the same system as the library's other public computer systems.

Section 2.2: Long Term Workstations

Section 2.2.1: Member access

Members have unlimited daily Internet access. However there is a one-hour limit to computer use when other members are waiting. If technically feasible, Library staff may extend the time limit for special circumstances such as filling out job applications, special school projects, or proctored exams.

Section 2.2.2: Guest access

Temporary Internet guest passes are available at any of the service desks near the long term workstations. Guest passes are good for one session per day, and time may be extended as long as no other members are waiting.

If technically feasible, Library staff may extend the time limit for special circumstances such as filling out job applications, special school projects, or proctored exams.

Section 2.2.3: Access by Minors

Children ages 13 and younger may not use the workstations in the adult areas of the library unless sharing a single workstation with a supervising adult. Children ages 13 years of age and younger may use the workstations in the children's area. Children ages 8 and younger must be accompanied by an adult when using a

workstation to assure proper use of the equipment. Library staff will not assist a child under the age of 13 in setting up email or website accounts. The workstations in the Youth Services area are for use by children and the parents or guardians who are directly supervising them.

Adults in the Youth Services area not with children will be asked to use an adult workstation on the 2nd floor. An adult who is using a workstation in the adult area, and who is accompanied by a child under the age of 13, may be asked to move to the Youth Services area if the child is disruptive.

At the Branch adults or children may use any of the workstations, however children ages 8 and younger must be accompanied by an adult.

Section 3: Wireless Network Access

ITPLD provides unfiltered wireless Internet connectivity offered for members with wireless enabled laptops and other wireless enabled devices. This service is provided inside and outside the building.

By choosing to use this free wireless service, members agree to abide by the Internet and Computer Use Policy that prohibits abusive or illegal activity while using the library's Internet service.

It is the responsibility of the member to understand this Internet and Computer Use Policy and is their obligation to refrain from viewing inappropriate websites, spamming, or engaging in any illegal activities.

ITPLD assumes no responsibility for the safety of equipment or for laptop computer or other wireless device configurations, security, or data files resulting from connection to the library's wireless access. Each member's computer is different and they are responsible for knowing how to configure their own equipment. The library cannot be responsible for any changes members make to their own computer's settings. WiFi is less secure than a wired network. Signal strength may vary in the building.

Failure to abide by this policy may result in the loss of access privileges or other disciplinary actions.