

## **INTERNET USE AND SAFETY POLICY**

**Purpose:** To clarify the use of Internet resources by staff, volunteers and the public in the Collegedale Public Library.

**Policy:** The Collegedale Public Library offers open access to the Internet to all as an opportunity to access materials and resources not available locally. Its use reflects the library's mission to provide "...materials, information, services and programs to support and enrich lives and to promote lifelong learning and the enjoyment of reading."

The Internet is a global resource. Resources available on the Internet supplement and complement the collection and resources available at Library facilities. The Library does not monitor and has no control over the information available over the Internet. The Internet is an educational but open resource, and information found on it may be inaccurate, incomplete, outdated, or biased. The Internet may contain material of a controversial nature. Patrons should critically evaluate the information found. Some desired information may be more current, more accurate, and more easily located in other library resources.

It is the policy of the Collegedale Public Library to:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity.
- Prevent unauthorized online disclosure, use or dissemination of personal identification information regarding minors.
- Comply with Children's Internet Protection Act (CIPA)

All Library computers with Internet access use a technology protection measure to block, filter or otherwise protect against access to visual depictions that are obscene, child pornography or harmful to minors and to any other materials considered inappropriate for or harmful to minors.

Patrons who are 17 years of age and over may, at their request, have the technology protection measure disabled during their use to enable access for bona fide research or other lawful purposes. Procedures for disabling or otherwise modifying any technology protection measures (for use by adults) shall be the responsibility of the Library Director or designated representatives.

Public wireless Internet access is also filtered, and all Library policies concerning legal, acceptable and safe use of computers and the Internet apply.

As is the case with any electronic media system provided by the City, Library users should not have an expectation of privacy when using any form of electronic media.

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Library staff is available to assist patrons in getting access to the Internet but cannot help in searches or in-depth personal training in the use of it.

Supervising Computer Use by Children:

Access for all patrons under age 17 will be filtered. Filtering software may not block all material users find offensive. Library staff members do not act as substitute parents for children who use the library's resources. It is the responsibility of parents or legal guardians to determine what is most appropriate for their children, including accessing various forms of information on the Internet. Consent given on the part of parents or legal guardians for a Library card constitutes acknowledgment by the parents or guardians that they have a responsibility for monitoring their child's use of all Library resources, including the public computers.

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or at the Library.

- Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Teach children to never give out personal identification information (name, address, password, telephone number, social security number, credit card number) about themselves or others without first asking a parent for permission.
- Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.
- Teach minors to exercise discretion and caution when communicating using the Internet, electronic mail, chat rooms, and other forms of direct electronic communications in order to remain safe and secure (e.g. avoidance of predators, cyber-bullying, and scams).

Internet Acceptable Use Rules for All Users

Use of Library technology by each and every staff member, volunteer, or patron shall constitute that person's acknowledgment of and agreement to abide by this Internet Use and Safety Policy, including guidelines for use of the Internet by minors.

Patrons must have their own library card in order to use the Internet, or a guest pass may be purchased.

Patrons are expected to adhere to all rules governing the use of the Internet in libraries, including the duration and frequency of sessions. Patrons who violate library policy regarding the use of the Internet or who behave in a disruptive manner will be asked to

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either modify their use appropriately or have their Internet usage access terminated.

All Internet users need to be considerate of others and respect their privacy. Excessive noise and actions that disrupt others will not be permitted. If viewing material that others find offensive, you may be asked to stop. Failure to do so may result in revocation of computer privileges.

Users shall not disclose, use or disseminate personal identification information regarding minors without proper authorization.

Users shall utilize the Library network for lawful activities only. They shall not use the network to cause harm to others or damage the property of others. They shall not intentionally upload, download or create computer viruses or other forms of malicious programming, attempt to harm or destroy equipment, manipulate the data of any other user, or seek unauthorized access to networks and systems, including so-called "hacking."

Staff members are to use the Internet for library related purposes only. Unacceptable use of the Internet is prohibited and is grounds for disciplinary action up to and including dismissal from the Collegedale Public Library.