

Internet Use Policy

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

Sample Policy #1

Internet and Computer User Policy Child Safety & Privacy Issues

The Internet as an information source enables _____ staff and patrons find a wide array of information from sources not available any other way. It allows access to ideas, information and commentary from around the globe. It is, however, an unregulated medium with a highly diverse user population. It is possible that individuals might access information they personally find offensive or disturbing. Individual users must accept responsibility for determining the suitability of the content for themselves and their children. No pictures should be viewed, downloaded, or sent that can be construed as offensive to other library patrons.

Sources of information on the Internet do not always provide accurate, complete, or current information. As with any material provided by the Library, the users must take responsibility in questioning the validity of the information found.

Uses that compromise the safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications: Minors under the age of 17: Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face to face meeting with someone one has "met" on the computer network; or Internet without a parent's permission.

Uses that violate confidentiality of information as affirmed in several Kentucky Attorney General opinions. Kentucky law recognizes the confidentiality of library records. Personally identifiable information about users, including minors, will not be disclosed or used in any way, except to law enforcement authorities as provided in the law. Users should be aware, however, that due to the technical difficulties involved in providing absolute security, transactions and files could become public.

Some of the Internet computers also contain other reference services. Patrons may be asked to move to a different computer if the staff or another patron needs to access some of the programs specific to a particular computer.

All Library computer equipment and software must be used as installed. Users are not permitted to delete, add to, or modify the installed hardware or software.

Because of the risk of viruses no floppy disk from home may be used in the computers.

Users may not install or download any software.

Users may not use the Library's computers to make unauthorized entry into another computer or network.

Users may not disrupt or interfere with other computers or network users, services, or equipment.

Users must respect the legal protections of data and software provided by the copyright and license law.

Users may not use any library workstation for any illegal or criminal purpose.

Although library staff is able to offer searching suggestions and answer some questions, they cannot provide in-depth training on Internet and personal computer use. Some staff members have extensive knowledge of the Internet; for others it is a new experience. Because of scheduling, staff that is knowledgeable about the Internet may not always be available.

The use of the computer shall be limited to 20 minutes when others are waiting. After the first 20 minutes, if another person needs to use the computer they will have first priority for its use. Another 20 minutes is not automatically booked by signing up again. Only one 20 minute block per day is guaranteed if others are waiting to use the computers.

From 3:00 PM – 6PM Weekdays and Noon – 5PM Saturdays to insure availability of computers for homework, research and reference work, chat and games will be limited to only certain designated computers. Even if the other computers are not in use.

Sample Policy #2

Internet Access/Computer Use Policy

The _____ is proud to offer Internet Access and additional computer software programs to enhance information available to the public. To use the computers, please read the following guidelines and rules.

ACCURACY DISCLAIMER

Not all information provided through Internet sources is accurate, complete, or current information, and may be offensive or dangerous. The library assumes no responsibility for the content or accuracy of information obtained through Internet sources. It should be understood that use in a public environment prevents any guarantee of privacy.

INTERNET/COMPUTER USE BY MINORS

Parents or Legal Guardians will be responsible for the following:

- (1) Monitoring their child's access to inappropriate matter on the Internet and World WideWeb. The library cannot control sites that children may select on the Internet, and staff cannot act in place of a parent to do so;
- (2) Supervise the safety and security of minors when using electronic mail and other forms of direct electronic communications (chatting is not allowed);
- (3) Prevent unauthorized disclosure, use, and dissemination of personal identification information;
- (4) Prevent minor's unauthorized access, including "hacking", and other unlawful activities while online;
- (5) Avoid minor's access to materials harmful to them by monitoring all internet use.

The following regulations are enforced to ensure child safety:

- Children under the age of 12 must have a parent or legal guardian present, and in attendance with them at all times, to use the computer for Internet use and other available programs.

INTERNET/COMPUTER MISUSE

The library staff is authorized to refuse anyone access to the Internet or Computers. The violation regulations are as followed:

- The 1st violation of this policy will result in a warning.
- The 2nd violation of this policy will result in loss of Internet/Computer Access for one year.
- The 3rd violation of this policy will result in permanent loss of Internet/Computer Access.

The following are considered violations:

- Unauthorized connection to the library's network, hacking, and other unlawful activities.
- Use of Chat Rooms. NO CHATTING ALLOWED.
- More than two people per station.
- Exceeding time limit when other patrons are waiting.
- Charge fees to library via Internet workstations.
- Exhibits pornographic material on Internet workstations. (KRS 531.020)
- Violating copyright or software licenses while using Internet workstations. (US copyright law, Title 17, US Code).
- Use of Internet workstations to harass others.
- Illegal activities on Internet workstations.
- Misrepresenting oneself on the Internet via Internet workstations.
- Commercial use of the Internet via Internet workstations.
- Intentional damage to workstations, printers, and/or additional property.
- Altering hardware/software configurations, saving information to the hard drive.

GENERAL RULES FOR INTERNET/COMPUTER USE

- (1) All patrons must read the _____ Internet/Computer Use Policy.
- (2) To use the computers, patrons must scan their library card at the sign-in computer.

- (3) Patrons can sign up for one hour of computer use. When the hour is up, you must leave the workstation if someone is waiting.
**If you have used the computer for an hour in the day and someone is waiting to use the computer, you will be required to sign-off.
- (4) There is a 3-hour daily computer use limit.
- (5) No more than two people per workstation is allowed.
- (6) Each page printed will cost 15c per page.
- (7) Library staff can assist in getting you started, but are not available for in-depth training.

Sample Policy #3

Public Internet Access Policy

The _____ provides access to a broad range of information resources, including free access to the Internet for informal and educational use.

The Internet is a global electronic information infrastructure, a network of computer networks created and used by governments, businesses, organizations, educators, and individuals. The Internet is not subject to regulations that assure the content or accuracy of information. Users should critically evaluate sources for accuracy, completeness, and currency. The _____ or any other entity exercises no control over its content. Some people may find some materials on the Internet offensive.

Internet resources are provided equally to all persons with a valid library card from the _____, and to non-residents without a library card who complete necessary forms. The registration form for a library card also includes an Internet Use statement. A parent or guardian of children under the age of fifteen (15) must select whether the child is to have unlimited access to the Internet or access only in the presence of that parent or guardian. Computer users are required to check out the computers just as they would other library materials.

Use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of this privilege. Examples of inappropriate use include, but are not limited to, the following:

- Violation of computer integrity
- Unauthorized tampering with computer hardware or software
- Violation of another user's privacy
- Transmission of threatening, obscene or harassing materials
- Sending or receiving e-mail via the library's computer (other than via a Web-based mail provider)
- Violation of state obscenity and federal sexual harassment laws, which prohibit printing or display of sexually explicit materials in public places
- Violation of copyright laws and software licensing agreements
- Employing the network for commercial purposes
- Accessing subscription services or fee based services
- Using the computer for illegal or criminal purposes
- Using the computer to 'hack' the local or any other system.

Abuse or misuse of equipment, software or policies will be grounds for revocation of privileges or possible legal action. The first offense will result in a one-month suspension. A second offense will result in a six-month suspension. A third offense will result in a complete suspension of privileges.

Reservations may be made for one-hour sessions. Otherwise, the computers are available on a first come, first served basis for a one-hour session. Extension of the session may be granted if no other user is waiting. Persons who arrive late will forfeit that portion of their appointment. Persons who are more than fifteen minutes late will forfeit that session, if there is a walk-in patron waiting.

Library staff can provide basic help on Internet use and start up procedures. Staff cannot provide in-depth training concerning the Internet or personal computer use.

Printouts are available at twenty-five cents per page and fifty cents for color. Files or documents may be saved only on a removable storage device. Patrons may bring their own storage device, but it must be scanned for viruses before use. Disks may be purchased from the library.

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