

Internet Access and Computer 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.

As part of its mission to serve the informational needs of the community, _____ County Public Library provides free public access to the Internet. The Internet is not subject to regulations that assure the content or accuracy of information, and it may contain materials which some find offensive or inappropriate. Users should critically evaluate sources for accuracy, completeness, and currency. The Library has no control over the information obtained through the Internet and cannot be held responsible for its content or accuracy. Library users access the Internet at their own discretion.

General Rules and Restrictions

- To access Library computers, users must have a current, valid library card and sign an Internet Access and Computer Use Agreement. Guest passes are available to out-of-town patrons with a valid driver's license or state-issued ID for one-time use.
- Library staff can provide basic help on Internet use and startup procedures. Staff will not be available for in-depth instruction or assistance.
- Users may not attempt in any way to alter, damage, abuse, or sabotage Library computer equipment or software; download materials; or install any software.
- Users may not use any Library computer for illegal purposes.
- Users may not violate licensing agreements or copyright laws.
- Users may not send threatening, obscene, or harassing messages.

[red text addresses CIPA compliance]

Filtering

Internet access on Library computers is subject to content filtering for compliance with the Children's Internet Protection Act (Public Law 106-554 Sec. 1703), which requires filtering for visual depictions that are obscene, child pornography, or harmful to minors. No filtering software is 100% effective, and it is possible that sites will be overblocked or underblocked by this software. Patrons may request sites to be whitelisted or unblocked if they were blocked in error. Patrons 17 years of age or older may request unfiltered access for bona fide research or other lawful purposes. Users shall not permit minors to view inappropriate matter and shall not leave the terminal when such matter is displayed.

Internet Use by Minors

- Minors, defined in this policy as users under the age of 17, must have a signed parental/guardian consent form to use Library computers. Users under the age of 12 must be accompanied by a responsible adult when the computer is used.
- Parent/guardian responsibilities include:
 - ensuring that minors understand and abide by library rules and restrictions
 - monitoring minors' access to inappropriate matter or materials that may be harmful to minors while using the Internet; the Library cannot control sites that minors may select on the Internet, and staff cannot act in place of a parent/guardian to do so
 - supervising the safety and security of minors when using electronic mail and other forms of direct electronic communication
 - preventing unauthorized disclosure, use, and/or dissemination of minors' personal identification information

- preventing minors' unauthorized access, including "hacking", and other unlawful activities while online.

Public Wireless Internet Access

The Library provides access to the Internet via a wireless network (Wi-Fi) for users with personal laptops or other mobile devices. This Wi-Fi access is unsecured. Individual users are responsible for ensuring the safety of their personal devices by maintaining proper hardware, software, and network settings, including protection for anti-virus, security, and privacy. The Library has no liability for damage, theft, or misuse of personal devices while accessing Wi-Fi.

Warnings

- Users are responsible for abiding by U.S. copyright law (Title 17, United States Code) which governs the copying, displaying, or distributing of copyrighted material. Responsibility for possible copyright infringement lies solely with the user and the Library disclaims any responsibility or liability.
- Displaying obscene matter could be in violation of Federal and State obscenity laws.
- Users agree to hold the Library harmless from any claims, losses, damages, obligations, or liabilities relating to the use of information obtained from the Library's internet access and/or computers.
- Activities which jeopardize the security of the Library's network are prohibited and may result in the loss of access to some or all library services and/or legal action.
- Users are liable for costs arising from malicious damage to Library equipment or software.
- The Library reserves the right to modify the Internet Access & Computer Use Policy at any time.

Users violating these guidelines will be advised of the Library's policy and asked to comply. Repeated violation of these guidelines after a previous warning will result in suspension from services and privileges on that occasion. Unlawful activities will be dealt with seriously, including possible prosecution by appropriate local, state, or federal authorities.

[reviewed mm/dd/yyyy]