

## **COMPUTER, INTERNET AND WIRELESS USE POLICY AND PROCEDURES**

The Cordelia A. Greene Library provides both Internet access on library computers and wireless Internet connections for patron laptops and other digital devices to try and ensure free access of ideas and information as well as resources for personal enjoyment and education. The Cordelia A. Greene Library is only responsible for the content of those pages bearing its name.

Those under 18 must have a minor internet use permission form signed by a parent or guardian which is to be kept on file at the library in order to use library-owned computers with internet service.

### **FILTERING**

Whomever Pioneer Library System contracts with to provide content filtering to ensure its libraries are in compliance with the Children's Internet Protection Act (CIPA). This is in order to remain eligible for certain federal funding. Cordelia A. Greene Library cannot and does not guarantee that the filtering software will block all obscenity, child pornography, or other materials that are harmful to minors. Nor can the Library guarantee that filtering software will not restrict access to sites that may have legitimate research or other value. Parents are therefore ultimately responsible for monitoring the Internet activity of their children even though filtering software is used. Filtering software is only available on library networked computers. This means that patrons using their own wireless devices in the library do not have the same content filtering as our public access computers.

All Internet access will be limited to legal use in compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Act (PL 106-554).

### **CIPA COMPLIANT INTERNET SAFETY POLICY**

1. Users may not access inappropriate matter, such as matter that is obscene, pornographic, threatening or otherwise in violation of community standards.
2. Users must be cautious when using e-mail, chat rooms, instant messaging, discussion groups, newsgroups, game rooms, and all other forms of communications. Internet users should be aware that viewing certain materials in the public library might be considered improper in time, place, and manner. Users must respect the rights of other library patrons not to be inadvertently exposed to materials and images that may be considered offensive. The library staff reserves the right to end an Internet session at any time if it is creating a disturbance, and will monitor Internet use by minors to the extent practical.
3. Users may not engage in unlawful online activities or misrepresentation. Users may not attempt unauthorized access including hacking to any computer system.
4. Users may not make unauthorized disclosure of, or dissemination of a minor's personal information by means of Internet, e-mail, or any other electronic technology. A minor is anyone under 17 years old. Those under 17 must have parental permission to disclose personal information.

## **CONFIDENTIALITY**

Records related to an individual's Internet use are confidential and shall not be disclosed except to the extent that is necessary for proper library operation, upon request or consent of the user, or where otherwise required by statute.

## **GUIDELINES**

1. Use of the computers is on a first come first served basis.
2. Student Internet users under 18 years old must have the signature of a parent or guardian to be kept on file at the library in order to use the Internet.
3. Patrons may print out from library computers for \$.20 a page.
4. There is a one-hour time limit per day per patron for use of the computer. The library reserves the right to vary this time limit. Anyone wishing to use the computer longer than the time allowed must speak to the librarian ahead of time.
5. Patrons may not block or turn computer monitors in any way.
6. A patron, who accidentally opens an inappropriate web site and cannot close it, should report this fact to the front desk immediately.
7. All computers will be turned off 5 minutes before closing.
8. The library staff is trained to provide limited support and will gladly assist you as time allows.

Computer use and wireless access is a growing part of the reason people come to the library. Be aware that Cordelia A. Greene Library does not maintain computers for separate patron categories. That is, adults and children are using our computers in the same area at the same time. All of our public computers are filtered in accordance with federal standards, but filters are not foolproof. The content of the Internet is always changing. Filters will not block everything that you may find inappropriate for your child. If this is a problem for your family, please discuss it with your child, and do not sign a permission slip for them to use the internet at the library. If you decide that you do want your child to be able to use the internet at the library, the library staff strongly encourages you to be present when your child is using the computers.

Policy and rules are subject to revision at any time. Users are responsible for keeping informed of changes. The user is held responsible for their activity on the computer. Persons who do not abide by these rules may be prohibited from using computers at the library, have their library privileges suspended, barred from the library and/or be prosecuted for illegal activities.