



Policy # 900-1

Adopted Date: May 1997

Revised Date: February 2021

### **Internet Use & Safety Policy**

The Seymour Library provides access to a broad range of information through books and a variety of other formats to meet the informational, educational, cultural, and recreational needs of our community. The Internet is an integral part of the resources used to assist Library users in finding the information they need.

It is the policy of the Seymour Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

The Library complies with the federal Children's Internet Protection Act (CIPA), which requires the use of filtering software for adults, teens, and children. Filtering software may not block all material users might find offensive. As with all Library resources, Internet use by a minor (an individual who has not attained the age of 17) is the responsibility of the parent/legal guardian. The Library does not have the right or the responsibility to act in *loco parentis*. Parents should inform their children of materials they do not want them to use, and may wish to supervise their children's Internet sessions. To help protect their children's safety, the Library encourages parents and children to discuss the child's use of email, online chat, and disclosure of personal information over the Internet.

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures, firewall/internet filters, shall be used to block or filter the Internet, email, chat services or other forms of electronic communications access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, minimized only for bona fide research or other lawful purposes. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library Director or their designated representatives.

**Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Seymour Library online computer network when using electronic mail, social media, direct messaging, and other forms of direct electronic communications, on all Library devices.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

The Internet is a global electronic network. The Library does not monitor Internet use, has no control over the information accessed through the Internet, and cannot be held responsible for its content. Some of the content on the Internet may be offensive, illegal, out-of-date, or erroneous. It is the responsibility of the user to determine what materials are appropriate and suitable.

The Library is not responsible for any liability that may occur as a result of the disclosure of financial or other personal information over its public computer services. Use of public computers is not a secure medium and third parties may be able to obtain information regarding users' activities.

Library staff will not provide in-depth computer training but will answer questions and, as time permits, help users locate and use resources on the Internet or on other electronic resources in the Library.

**Guidelines:**

- We welcome community members to use our public access computers and respect copyright laws and licensing agreements and assume responsibility for payments of fees for any fee-based service.
- Access to Internet workstations is available to users with their own up to date MCLS Library card or a guest pass. Time limits are established to provide the opportunity for the maximum number of people to access the Internet workstations. If circumstances permit, additional time may be granted upon request.
- A USB-ready memory device is required to save your work.
- The Library is not responsible for time or data lost due to computer failure.
- The Library reserves the right to terminate an Internet session at any time.
- Users who bring their own devices may access our Wi-Fi system freely throughout the Library.

**Policy Violations:**

When a violation is noted, a staff member will respond in a matter that takes into account the severity of the violation. Violators who refuse to correct their behavior will be asked to leave the library for the day. For those who regularly violate our guidelines and Code of Conduct, our MCLS Policy for Excluding Patron from Library Premises will go into effect.

- Use of any Library workstation for any disruptive activity, including harassing and offensive, libelous or slanderous acts will be immediately corrected by the violator per warning by a staff member to correct their behavior.
- If any patron engages in ANY illegal activity or criminal purpose, threatening or violent behavior and activity, staff will immediately call the police.

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**Reviewed:**