

## D.A. Hurd Library

### Internet Safety and Acceptable Computer Use Policy

The D.A. Hurd Library strives to provide free and equal access to information to all patrons by adhering to the Library Bill of Rights and the Freedom to Read Statement, as adopted and supported by the American Library Association.

The Internet offers access to a wealth of information that can be personally, professionally, and culturally enriching. Because the Internet is a vast and unregulated information network, it enables access to ideas, information, images and commentary beyond the confines of the Library's selection criteria and collection development policies. It is the policy of D.A. Hurd 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 [Pub. L. No. 106-554 and 47 USC 254(h)].

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. This filtering applies to both wired and wireless access to the internet through the library's network whether on a library computer or a personal device.

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.

It shall be the responsibility of all members of the D.A. Hurd Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act. The responsibility for the use of a library computer by anyone under the age of 18 rests with the parent/guardian.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, 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 designated representatives.

Library Staff are willing to provide suggestions and assistance in computer use and Internet searching. However, they cannot provide in-depth training or support.

#### Procedures and Conditions for Computer Use and Internet Access

1. The use of the library's computers, networks, and Internet services is a privilege, not a right. Any abuse of the equipment or services may result in denial of access to the computers.
2. Computers are on a "first-come, first-served" basis and all patrons must sign in legibly or give their name to Library Staff to be placed on sign-up sheets at the main Circulation Desk or Children's Circulation Desk. Signing in signifies the patron's acceptance of this **Internet Safety and Acceptable Computer Use Policy**.
3. Computers in the Children's Room are for the use of children up through Grade 6, and their parents or caregivers. Children under the age of six must be under the direct supervision of a parent or caregiver when using the computer.
4. Use of a library computer is limited to one hour time blocks, however, if at the end of the hour, there is no one waiting, a user may continue working until another person requests the computer.
5. Patrons may not damage or alter the setup of the library's computers in any way.
6. Patrons will be charged for any purposeful damage to the computers or peripheral devices.
7. D.A. Hurd Library may restrict the use of personal software on the library computers.
8. Printing charges are 15¢ per page for gray scale; 25¢ for a double-sided page; 50¢ for color. Print jobs are sent to the copy machine near the main circulation desk. All printing charges must be paid on the day on which they are incurred.
9. Patrons are expected to regard intellectual property rights by making only authorized copies of copyrighted, licensed, or otherwise-controlled software or data residing on the Internet.
10. Library Staff reserve the right to limit sessions or access due to unacceptable use which may include, but is not limited to:
  - Accessing, creating, transmitting, or publishing any material that is obscene, pornographic, or deemed harmful to minors as defined by law or in any way violates a Federal or State law
  - Violation of computer security, software license agreements, or user privacy
  - Unauthorized use of computer accounts or access codes

- Spamming
- Knowingly transmitting a virus or worm
- Harassment of an individual, business entity or group of individuals
- Displaying material that may be offensive to Library patrons which is defined at the discretion of the Library staff

Use of the library's network and computers implies an understanding and acceptance of this policy. The Library reserves the right to limit or suspend access to the network at any time and for any reason.