# Appleton Public Library

# INTERNET ACCESS AND COMPUTER USE POLICY AND GUIDELINES

## I.      PURPOSE

The Appleton Public Library ("library") provides access to informational, educational, recreational and cultural resources for all library users. To support that, the library provides internet access via library computers and through wireless internet access during open library hours. Use of library equipment and/or the library's network is bound by this policy. ~~the Internet via the Library's network is also bound by this policy.~~

Not all sources on the internet are accurate, trustworthy or legal. The library cannot monitor or accept responsibility for material accessed from other internet sources. The library provides access to resources via the internet and assumes no responsibility for the information provided by non-library websites, databases, social media platforms or any other web based services. ~~To ensure appropriate use of Internet resources within the Library.~~

## II.      POLICY

1.      Responsibilities of the library.

   a.      The library makes every effort to maintain internet access via computer, networks and wireless access throughout all hours of operation. Short down times may occur and, when possible, will be posted in advance ~~but the library cannot control external factors and unexpected down times will occur~~.

   b.      Library staff may be able to assist users with personal laptops, phones or other devices but cannot be expected to know every device and platform. Patrons who request assistance with their devices hold the City of Appleton and their employees harmless for liability. Staff have the right to refuse to assist users with their personal devices.

   c.      Patron computer use is covered by the library's Privacy Policy. Search history files are deleted from library computers at the end of each session. Internet sign in use is maintained for 90 days via the library's PC management system and filter.

d.    The Library staff cannot control specific information on the iInternet. Libraries do not vouch for or endorse either written material in their collections or electronic information. The Llibrary expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systemsequipment or network, or any consequences thereof.Selection policies that govern the Library's purchase of written materials may not apply to electronic resources.

e.    The wireless network is an unsecure network. Users should take precautions accordingly to protect themselves.

2.    Responsibilities of Users.  The Library provides workstations for free public access to the Internet as an informational, educational and recreational resource. Use of the Internet via the Library's network is also bound by this policy. Use of electronic information resources, including the iInternet, must be responsible and ethical, consistent with the purpose for which these resources are provided. This includes:

a.    Users should be aware that the library is a busy public place shared by people of diverse ages, sensibilities and values.

Using resourcesb.    Resources are for educational, informational, and recreational and cultural purposes only; , resources are not for unauthorized, illegal or unethical purposes.

c.    Patrons must rRespecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system ("hacking"), or damaging or altering components of any network or database.

d.    ComplyingPatrons must comply with Respecting the privacy of others by not interfering with their use.

cCopyright laws. Title 17 of the United StatesS Code protects created works and describes permissible and prohibited uses of protected works.  Use of works and infringement is not easily defined and responsibility for interpreting fair use and any consequences of copyright infringement lies with the patron. Making only authorized copies of copyrighted or licensed software or data.

e.    Patrons must use their own library card number to access a computer.  All Wisconsin residents are eligible to obtain a card to access the internet.  Visitors may obtain a guest pass with photo ID.

f.    Illegal and Prohibited Uses.  While respecting individual users' right to privacy, the lLibrary staff reserves the right to monitor use of computer workstationss and the network to

ensure compliance with this policy. Examples of unacceptable uses include, but are not limited to:

    i.        Misrepresenting oneself as another user,
    ii.        Harassing other users,
    iii.      Not respecting the privacy of others by interfering with their use,
    iv.      Sending, receiving, or displaying text or graphics that may reasonably be construed by Library staff as offensive to the public or attempting to access the same. Websites acceptable in the adult department may not be acceptable in the children's section.,
    v.      Exposing children to harmful materials as ~~outlined~~set forth with~~in~~ Sec. 948.11 of the Wisconsin Statutes.
    vi.      Violating software licensing agreements,
    vii.     Overuse of system resources such as bandwidth,
    viii.    Attempting to access unauthorized areas of the library's systems or networks or altering components of any network, database or system,
    ix.      Making unauthorized changes to the setup or configuration of library software or hardware.
    ~~x.~~     ~~Failure to adhere to Rules of Conduct, time limits, printing, and use of headphones.~~

> **Commented [CR2]:** CIPA compliance item

3.      Internet Safety for Children and Teens.

> **Commented [CR3]:** CIPA compliance item

a.      The ~~l~~Library, unlike schools, does not serve in loco parentis (in place of a parent). Library staff cannot act in the place of parents in providing constant care and supervision of children as they explore the internet.

b.      The library supports the right for each family to decide the appropriate internet use for their children. ~~assumes no responsibility for the use of the Internet by children. Subject to the above restrictions, it is the responsibility of the user (or the parent, guardian or caregiver) to determine what is appropriate.~~Use of the internet provides families an opportunity to discuss sites and content that they feel are appropriate or inappropriate. The library can help support parents and guardians in their efforts to exercise their rights and responsibilities regarding their children's use of electronic resources by providing assistance in determining search strategies and finding and evaluating sites. For more information on children's internet safety see http://www.safekids.com and http://www.connectsafely.org.

c.      Parents may choose to place a restriction on the child's library card to prevent them from accessing internet computers within the library.

d.      The following recommendations can help children have positive, safe online experiences:

i.      Use the internet together.  Encourage children to use sites recommended on the library's website.  Talk with your children about sites you consider inappropriate for them and why. Help them learn to be savvy digital consumers.

ii.     Provide guidelines for your children on the amount of time they should spend online.

iii.    Provide guidelines on acceptable use of resources including social media, email and apps.

iv.     Parents and guardians should instruct minors to safely share personal information on the internet including, but not limited to: name, address, password, phone numbers, schools, credit card numbers. This includes through email, instant messaging, online shopping, social media, apps and other commercial sites.

> **Commented [CR4]:** unauthorized disclosure requirement of CIPA

v.      Before giving out any personal information, minors should be confident that they are dealing with someone who is known and trusted by them and their parents or guardians.

vi.     Computers in ~~the~~ Children's Services ~~area~~ are generally available only to children up to the age of 14, to caregivers of children in the area, or to persons doing research involving children's materials.

vii.    Library staff assumes that those under age 18 have parental permission to use ~~l~~Library resources, including the ~~i~~Internet.

viii.   In compliance with the Children's Internet Protection Act (CIPA), ~~Appleton Public Library~~the library utilizes internet filters to protect children from harmful online content.  Generally speaking, these filters restrict indecent internet content ~~all internet access provided by the~~ within the library, including wireless access.  ~~In keeping with the U. S. Supreme Court's 2003 decision, Aa~~Adult patrons, ~~s~~17 years of age a~~and~~ older, ~~may choose to disable the filter for unrestricted Internet access for any lawful purpose that meets the library's policies and guidelines~~have the right to request the internet filter be disabled, without justification, and in a timely manner. Requests to disable the filter should be made at either the Information or Reference Desks.  Regardless of whether the filter is in place, patrons are expected to use the internet in a manner that is responsible and ethical, consistent with the purpose for which library resources are provided.

4.  Compliance.

    a.  ~~Not sending, receiving, or displaying text or graphics that may reasonably be construed by Library staff as offensive to the public. Websites acceptable in the adult department may not be acceptable in the children's section.~~

Not making unauthorized changes to the setup or configuration of Library software or hardware.

The Library assumes no responsibility for the use of the Internet by children. Subject to the above restrictions, it is the responsibility of the user (or the parent, guardian or caregiver) to determine what is appropriate. Library staff assumes that those under age 18 have parental permission to use Library resources, including the Internet.

The Library staff cannot control specific information on the Internet. Libraries do not vouch for or endorse either written material in their collections or electronic information. Selection policies that govern the Library's purchase of written materials may not apply to electronic resources.

Library staff may impose restrictions, such as time limits or types of use, on library equipment. Staff may require a valid library card or staff-issued guest ~~permit~~ pass for some computers, such as Internet. ~~Computers in the Children's Services area are generally available only to children in 8th grade or younger~~up to the age of 14, to caregivers of children in the area, or to persons doing research involving children's materials.

b.     Staff members may stop a patron from using library equipment, or may contact a supervisor about a patron's use of equipment, if the use violates a rule or policy or if any individual or group creates a disturbance that limits the effective use of the library by others as outlined in the library's Safety and Security Policy.   Supervisors may restrict patrons from using public access computers for 30 days.  Should the violation warrant, the library director or assistant director may determine to restrict patron from using the library in its entirety.  Misuse or abuse of computers or internet access may result in suspension of internet access, restriction from the library in its entirety as described in the library's Security and Safety Policy, and may also be subject to prosecution by local, state or federal authorities.

5.     Appeals.

A person directly affected by ~~and dissatisfied with~~ a decision made by the ~~L~~library ~~D~~director as it relates to this policy may appeal the decision to the ~~l~~Library ~~b~~Board as described in the Appleton Public Library Board of Trustees Bylaws.

While respecting individual users' right to privacy, the Library staff reserves the right to monitor use of computer workstations to ensure compliance with this policy.

Respecting the privacy of others by not interfering with their use.

Not sending, receiving, or displaying text or graphics that may reasonably be construed by Library staff as offensive to the public. Websites acceptable in the adult department may not be acceptable in the children's section.

The Library staff may ask users to remove themselves from Library equipment if they observe behavior in conflict with this policy. Misuse or abuse of computers or Internet access may result in suspension of

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*Approved: 1/07.  Amended: 7/2018*