

## 17. INTERNET ACCESS POLICY AND GUIDELINES

In keeping with the mission of the library to be a source of information, education and recreation services for patrons of all ages, the Library is pleased to be able to offer computers available for public use. These computers are equipped with a connection to the internet and also Microsoft Office for word processing, spreadsheet development, professional presentation, and other personal computing needs. A typewriter is also available for public use.

### ▪ **Acceptable Use**

- The Derby Public Library Internet Stations may be used for any legal purpose or to view legal content. Illegal purposes or content include accessing material that is obscene, child pornography, or “harmful to minors” as established in KSA 21-4301a and KSA 75-2589. The library uses technology protection measures to filter content in accordance with the Kansas Children’s Internet Protection Act (KSA 75-2589). If a user feels that a website has been blocked erroneously, the Library will request the filtering service to review that website. The Library will disable the entire filter upon any request by users 18 or over, for legitimate research or any lawful purpose.
- The user must respect copyright laws and licensing agreements.
- The user must respect the equipment and software when accessing the internet.

### ▪ **Staff Assistance**

- Basic assistance is available when using library computers. For users requiring more extensive assistance, the library offers individual computer sessions by appointment.
- Staff will disable the filtering software at the request of patrons over age 18 for legitimate research or any lawful purpose.
- Staff will provide a form to anyone who wishes to request specific website review or have the filter disable.
- The Library website includes links to recommended tools and resources.

### ▪ **Printing and Downloading**

- Printing from library computers is available at \$.25 a page [front and back of one sheet = two pages]

- Downloading to a library computer is permissible. However, all computers are equipped with software that erases all changes made by users when a session has ended.
  
- **Access**
  - The user must possess a current Library card. Only the user is allowed to use his/her card to access library computers. Out of town visitors over the age of 18 may obtain a guest pass upon request at the circulation desk.
  - By using the library's computers, the user agrees to abide by the Library's internet access policy.
  - A parent or guardian must give permission for any user under the age of 16 to access the internet. Signing the user up for a library card is the most effective way to do this.
  - All Internet resources accessible through the library are provided equally to all library users. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents and only parents may restrict their children- and only their children – from access to Internet resources accessible through the Library. Parents are advised to supervise their children's Internet sessions.
  - To assure fair accessibility, each user is limited to 180 minutes of computer use per day. This time may be extended by user request at the discretion of the librarian.
  - The user must follow the policy and guidelines to retain eligibility for use of the library computers. Library staff are under no obligation to monitor library computer workstation usage. However, when a member of the library staff observes a patron using a workstation in violation of the policies, the following consequences may result: 1. Immediate termination of the session; 2. Notification of appropriate law enforcement officials; 3. Additional suspension of computer use or other library privileges.
  - Free wireless Internet access is provided at the Derby Public Library. Patrons and guests may connect to the Internet with a laptop, phone, PDA, or other device from within the Library. The Library is not responsible for hardware or software damage, or for loss or theft of unattended equipment. The wireless connection is not secure. Since the radio signals can potentially be intercepted, activity requiring transmission of credit card numbers and other personal information should be avoided. Users are responsible for maintaining up to date antivirus software and firewalls. Wireless printing is available, but does require downloading a print client. The wireless internet is unfiltered,

but all Library policies concerning legal and acceptable use of computers and the Internet apply.

- **Misuse of Public PC/Internet**
  - Misuse of a public workstation may result in temporary or permanent loss of computer privileges. Library staff are authorized to revoke user privileges as defined in this policy.
    - First Violation: Immediate termination of the computer session and loss of usage for the remainder of the day. More severe action may be initiated at the discretion of staff.
    - Subsequent Violations: Suspension of computer privileges for a fixed time, or permanent loss of public computer privileges.
  - Written notification of misuse of the public computers or Internet may be sent to the parent or guardian of a minor who exceeds the consequences of a first time violation.
  - The final decision to permanently revoke a user's computer usage rests with the Technology Coordinator after consultation with the Director.