

CommunityLibraryNetwork[®]

We Empower Discovery

COMPUTER USE POLICY Board Approved 10-21-19

The Community Library Network provides access to electronic information, services and networks in a manner that is readily, equally and equitably accessible at no charge to all library users. The library provides computer equipment and encourages patron use of personally owned digital devices and laptops, connected to the District's Wi-Fi network.

It is the policy of Community Library Network to:

1. Prevent user access over its computer network to, or transmission of, illegal material via Internet, electronic mail, or other forms of direct electronic communications;
2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
Comply with the Children's Internet Protection Act [Pub. L. No.106-554 and 47 USC 254(h)];
4. Comply with Idaho Code 33-2741 Public Library - Internet Use Policy Required.

PROHIBITED ACTIVITIES

Examples of library Internet use prohibited activities include but are not limited to:

Viewing of obscene materials, child pornography and/or materials harmful to minors as defined by Idaho Code, I.C. 33-2741, and the Child Internet Protection Act, Pub. L. No.106-554 and 47 USC 254(h);

Bypassing the technology protection measure with respect to any publicly accessible computers with internet access that protects against access through such computers to visual depictions that are obscene, portray child pornography, or otherwise harmful to minors.

Bypassing the reservation and time control software in place to track computer usage or using someone else's library accounts, access codes or network identification codes.

Harassment or bullying of staff or members of the public, including race, creed, color, national origin, gender, disability or sexual orientation;

Storage of personal data on library owned computer hard drives;

Use of computer-generated sounds and/or visuals which might be disruptive to others;

Destruction of or damage to equipment, software or data belonging to the library, including uploading software or other programs onto library computers.

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Violations of this policy will result in a verbal or written warning to stop. A failure to heed the warning will cause your computer use privileges to be revoked. Any decisions may, pursuant to this policy, be appealed to the Library Director.

Please note the following:

The Community Library Network is not responsible for any loss of data, damage or liability that may occur from the use of library owned electronic equipment and services or with a user's portable storage media and other personally owned devices;

All Internet access is filtered in compliance with local, state or federal codes but no filtering software is perfect or totally secure; Adults over the age of 18 may request unfiltered Internet access for bona fide research or other lawful purposes as long as the users comply with this policy and have a valid ID;

Wireless access users are responsible for maintaining the security of their personal information and protecting their devices against viruses and spyware;

Staff can facilitate access to the Internet but may not be able to provide individual Internet or software training;

The library cannot ensure privacy for computer users in a public computing environment.

The user should be aware that electronic transactions and records are vulnerable to interception by unauthorized parties;

The Community Library Network does not endorse the viewpoints or vouch for the accuracy or authenticity of electronic information. Users are encouraged to exercise critical judgment in evaluating the validity of information accessed via the Internet.

ACCESS FOR MINORS

The Library Board upholds the needs and rights of minors to access information in accordance with local, state and federal codes. A parent or legal guardian is responsible for his or her child or children's computer use behavior.

INTERNET TIME LIMITS

There are limits to the amount of time patrons can access the Internet. Time limits vary slightly at different libraries. Access through the library's wireless connection is not subject to time constraints available.

PRINTING COSTS

All computer-generated printing will be charged at a rate established by the Library Board.

POLICY VIOLATION

Any person found in violation of this policy will:

- A. Receive a verbal or written warning to desist;
- B. If the behavior persists, the user's computer use privileges will be revoked and they may be asked to leave the library;
- C. Decisions may be appealed to the Library Director.

CONFIDENTIALITY

Use of the Internet stations is validated through the library's circulation system and access to Internet stations will be treated as circulation records. The privacy of these records is protected under Idaho law and the policies of the Community Library Network. Patrons should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding a user's activities. The library will do its best to protect the confidentiality of computer users accessing databases and Internet sites that do not violate this policy.

LEGAL REQUIREMENTS

The Community Library Network's Internet Access Policy complies with Idaho Code 33-2741 Public Library - Internet Use Policy Required and with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The Community Library Network has in place a policy of Internet safety for all computer users, including minors, which includes the operation of a technology protection measure, hereafter called "filtering software," on any publicly accessible computer with Internet access. The filtering software protects against access to visual depictions of child pornography, to visual depictions that are obscene or harmful to minors, as defined in I.C. 33-2741 and the Children's Internet Protection Act. The filtering software will be enforced to provide Internet safety during any use of a computer by a minor. Authorized library staff members may disable the filtering software at the request of an adult patron for lawful purposes to the extent permitted by law. [I.C. 33-2741(3)].

SUPERVISION & MONITORING

Subject to staff supervision, filtering software may be disabled or minimized only for bona fide research or other lawful purposes.

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IMPLEMENTATION REQUIREMENTS

A notice of the availability of this Policy will be posted in a conspicuous place within the library for all patrons to observe.

ADOPTION OF COMPUTER USE POLICY

The Library Board has established procedures and guidelines to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. A notice of the availability of these procedures for public review will be posted, as well as the policies made readily available to all staff members. These procedures and guidelines will be adhered to by library staff to enforce the requirements of Idaho Code 33-2741 and the Children’s Internet Protection Act as they currently exist or are subsequently amended.

Developed under the direction of the Library Board of the Community Library Network, this Internet and Online Access Policy was discussed and adopted, following public notice required by Idaho code, during an open meeting of the Library Board on 16 October 2014. This policy supersedes all previous Internet and Online Access Policy statements of the Community Library Network and is effective on 16 October 2014.

This Policy document will be reviewed by the Community Library Network Board at least every three years.

Katharine T. Blank
Library Board Chairperson

John W Hartung
Library Director

The effective date of this policy is 16 October 2014

Adoption date: 14 September 2011
First review date: 16 October 2014
Second review date: 18 December 2017
Third review date: 21 October 2019