

Ledyard Public Library Computer/Internet Policy

Introduction

Ledyard Public Library provides free access to a diversity of ideas, resources, and experiences in a variety of formats including access to the Internet. It is the policy of the Library to:

- prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications over its computer network;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

It is not acceptable to use the Internet for any purpose that violates U.S. or Connecticut laws. This includes but is not limited to transmitting threatening, obscene, or harassing materials, or interfering with or disrupting network users, services, or equipment. As with all formats of information, patrons must respect copyright laws and licensing agreements.

Filters

As required by the Children's Internet Protection Act (CIPA), in order to remain eligible for certain federal funding, the Library has implemented filtering software on all of its internet-accessible computer terminals. To the extent practical, these filters shall be used to block or filter the internet, or other forms of electronic communications, access to inappropriate information.

Specifically, 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, in the case of minors, minimized only for bona fide research or other lawful purposes.

Use by Minors

The Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to Library materials and resources, including those available through the Internet.

~~A parent or legal guardian of a minor under 17 years of age must sign the minor's application for a library card and approve access to the Library's computer resources.~~

A parent or legal guardian of a minor under twelve (12) years of age must accompany the child when using the computer.

Internet Safety

The Library will take steps to promote the safety and security of all users of the Library's online computer network. However, the Library is not and cannot be responsible for maintaining the privacy or confidentiality of personal or personally identifiable information provided by a user to a third party via the Internet.

Inappropriate Network Usage

Unauthorized access or use of Library computers, databases, network, hardware, or software settings is prohibited. Specifically, as required by CIPA, 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. Damage to Library computer equipment and resources is also prohibited. **Additionally**, users must comply with applicable copyright laws and licensing agreements. Violation of these rules may result in the loss of Library privileges.

Usage Guidelines:

- **Hours of Use:** Computer workstations are available for use when the library is open to the public. The Wi-Fi network is always available outside of the buildings.
- **Registration:** Users are required to check out a computer workstation with a valid library card or another form of identification.
- **PAC:** Public Access Catalogs are not considered computer workstations. These serve primarily as the online catalog for the library's holdings, and patrons are asked to use them to search for books or magazines.
- **Children:** Children under **9 twelve (12)** must be accompanied by an adult to use a computer workstation. ~~Children under 17 who wish to use the Internet must have a parent or guardian complete a permission form.~~
- **Time Limits:** The library does not impose a time limit on Internet use inside the library unless patrons are waiting. When others are waiting, user sessions will be limited to 2 hours. ~~for the computer (word processing, excel, etc.) or 1 hour for Internet.~~ If all workstations are in use, patrons should register at the circulation desk.
- **Training:** Staff availability to help users with basic computer use or with Internet access is limited. Users must have basic computer skills including the ability to use a mouse. The library has several resources available about the Internet, and workshops may be scheduled from time to time.
- **Saving Files:** Files created may be temporarily saved to the hard drive. They will automatically be removed when the computer is shut down. Files may be saved to an external device.
- **Fees:** There is no charge to use computers. Printing charge of \$0.10 per side (black and white) or \$0.50 per side (color).

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