

# Lyme Free Library Computer Use and Internet Safety Policy

The following are rules and regulations of the Lyme Free Library. They are effective as of January 10, 2022 as adopted by the Board of Trustees of the Lyme Free Library on January 10, 2022.

## Computer Use Guidelines

Computer use may be restricted at any time for use not consistent with the following guidelines:

- Prior to being granted access to the computer and Internet, all users must have a valid North Country Library System library card and sign a *Computer Use and Internet Safety Policy*.
- Lyme Free Library has developed "Computer Use and Internet Safety Guidelines" and all users of the Library's public access computers must follow them.
- Access to the computer and Internet is available to all patrons on a first-come, first-served basis.
- Children under 18 years of age must have a parent or guardian sign the *Computer Use and Internet Safety Policy* in the presence of library staff.
- Children under the age of 10 must be under the **direct** supervision of an adult when using a computer.
- All users must initial the log sheet and enter the time at the beginning and end of each session.
- There is a one-hour limit on computer use if others are waiting.
- Patrons using the computers for game playing are limited to two hours per day. The use of computers for game playing is considered low priority. In the event that all computers are being utilized, and a patron needs a computer for research purposes, the staff may ask the patron who is playing games to give up their computer prior to the end of their one-hour limit.

The Library expects that use of electronic information resources such as the Internet will be used responsibly. This includes:

- Using resources for educational, informational, and recreational purposes only: not for unauthorized, illegal, or unethical purposes.
- Not attempting to modify or gain access to any computer system, or damaging or altering software components of any network or database.
- Respecting the privacy of others using public access stations at the Lyme Free Library by not interfering with their use.
- Making only authorized copies of copyrighted or licensed software data.
- Not making unauthorized changes to the setup or configuration of the software and hardware.
- Illegal activities, as well as any other activities that are intended to interfere with or disrupt network users, services, or equipment are prohibited and may result in suspension of access to computers at the Lyme Free Library.

- It is understood that all patrons using library computers will have a basic knowledge of how to use computers.
- There is a fee for black and white copies. Fees will be posted in the library.
- In the event the patron violates any of the rules stated above, the library staff has the authority to revoke computer privileges. Privileges will be revoked on a case-by-case basis by the library staff.

## **Internet Safety**

It is the policy of the Lyme Free Library to uphold the rights of individual users to access constitutionally-protected speech and information in a wide range of formats, including that available over the Internet. However, as required by the Children's Internet Protection Act ("CIPA") and in order to receive certain federal funds, the Lyme Free Library will implement technology protection measures (Internet filtering) for all Internet-accessible computers and other electronic devices using the Internet service provided by or through Lyme Free Library.

The technology protection measure/filtering software will, to the extent practicable, (a) protect against access by staff and patrons, both minors and adults, to visual depictions that are obscene, child pornography, or harmful to minors as defined by federal law; (b) promote the safety and security of all Internet users, including minors, when using electronic mail, chat rooms and other forms of direct electronic communication; (c) guard against unauthorized disclosure, use, and dissemination of personal information regarding all Internet users, including minors; and (d) prevent unauthorized online access to the computer networks of the Library and others, including so-called "hacking," and any other unlawful activities by all Internet users, including minors.

## **Practice and Procedure**

### **Access to Inappropriate Material**

The technology protection measure/filtering software installed on the Library's Internet accessible computers is intended to protect against access to visual depictions of obscenity, child pornography, and, in the case of persons under the age of 18 years, materials that are "harmful to minors," as defined by federal law. Users should be aware, however, that all currently available technology protection measure/filtering software results in some degree of both "under-blocking" (permitting access to certain material that falls within the foregoing categories) and "over-blocking" (denying access to certain constitutionally protected material that does not fall within the foregoing categories). The Library cannot and does not guarantee that the technology protection measure/filtering software will block all obscenity, child pornography, or materials that are harmful to minors. Nor can the Library guarantee that the technology protection measure/filtering software will not restrict access to sites that may have legitimate research or other value

### **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 18 years of age approve access to the Library's computer resources.

### **Internet Safety**

The Lyme Free Library will take steps to promote the safety and security of all users of the Library's online computer network. Library staff will oversee use of the Library's online computer network and access to the Internet by all patrons in accordance with this policy. 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 to the Library's computers, databases, network, hardware or software settings is prohibited. Specifically, as required by the Children's Internet Protection Act, 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 the Library's computer resources also is prohibited. Users must comply with applicable copyright laws and licensing agreements. Violation of these rules may result in the loss of Library privileges.

#### Disabling or otherwise modifying any technology protection

Any user who is 18 years of age or older may ask reference staff to disable the technology protection measure/filtering software in order to obtain unfiltered Internet access for bona fide research or any other lawful purpose.

#### Definitions of terms

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are: 1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code; 2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or 3. HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code; 4. MINOR, means a person under the age of eighteen years.

### **3<sup>rd</sup> Party Services**

North Country Library System purchases access to services such as online databases and electronic books from third-party vendors for use by library patrons. These third-party vendors are reputable partners and may collect personal information in order to provide certain services to its users. The information you submit may be provided to those third parties so that they can assist us in providing certain services (such as the delivery of eBooks for use on Kindles, or via Kindle apps, through Amazon). NCLS encourages all patrons to be aware of the privacy policy of any online service they choose to use, including those provided by NCLS through third-party vendors.

#### **Registration and User Agreement:**

1. I have read the Lyme Free Library Computer Use and Internet Safety Policy, and agree to abide by these guidelines.
2. I agree to pay any repair or replacement cost of equipment or software damage by myself or by minors for whom I am responsible.
3. I understand that the library is not responsible for any damage to personal equipment due to system malfunction or other reasons.
4. I understand that copyright laws restrict duplication of copyrighted software, and I will follow all copyright laws.
5. I understand that if I fail to abide by the Computer Use and Internet Safety Policy, I will lose eligibility for use of the Library's Computers and Internet access.
6. I understand and will pay the same day for anything that is printed.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**Patrons Under the Age of 18:**

As the parent or guardian of \_\_\_\_\_ I give permission for my child to use the Internet and Computer at the Lyme Free Library, with the understanding that I am responsible for monitoring their appropriate use of the Internet and other computer privileges, and that I am responsible for any damages that may occur.

The Lyme Free 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 parent, guardian or care giver) to determine what is appropriate. It is not possible for the library staff to control specific information children and youth may locate on the Internet.

Parent Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_