

# **WESTERN PLAINS LIBRARY SYSTEM COMPUTER AND INTERNET USE POLICY**

Adopted by WPLS Board June 14, 1996. Revised August 10, 2001; April 9, 2004; August 12, 2005, March 12, 2012. November 21, 2014.

## Introduction

Western Plains Library System (WPLS) considers the use of any computer or Internet in any of its library facilities to constitute an acceptance of this Internet policy.

WPLS provides Internet connected computers for public use and free Wi-Fi access for customers who provide their own Internet enabled devices. Access to the Internet is vital to our community as it allows citizens to access otherwise unavailable informational, educational, recreational and cultural resources. This policy outlines restrictions and guidelines regarding the use of WPLS' network and computers for customers.

The Internet connects users to content and information outside the library. WPLS is not responsible for the content, accuracy, or availability of information obtained from the Internet. Customers use the Internet at their own discretion.

All technical efforts are taken to ensure that the system's wide-area network and Internet filter are working at all times. However, when severe weather or unusual circumstances intervene, these services may be down for a short period of time.

## Internet Safety and Filter

The library uses a technology protection measure (or "Internet filter") on all devices with Internet access. As required by the Children's Internet Protection Act (CIPA), blocking is applied to visual depictions of materials deemed obscene or child pornography or to any material deemed harmful to or inappropriate for minors (as those terms are defined in the U.S. Code).

It is the policy of WPLS to prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; prevent unauthorized access and other unlawful online activity; prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; comply with Oklahoma's "harmful to minors law"<sup>1</sup> and CIPA<sup>2</sup>.

To the extent practical, an Internet filter shall be used to block or filter Internet or other forms of electronic communications access to inappropriate information. Specifically, as required by CIPA, 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, the Internet filter may be disabled for adults only for bona fide research or other lawful purposes. Unfiltered access will never be provided to persons 16 or younger.

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<sup>1</sup> Oklahoma State Statutes Title 21, §1021 and Title 21, §§ 1040.75-21-1040.80

<sup>2</sup> Pub. L. No. 106-554 and 47 USC 254(h)

To the extent practical, steps shall be taken to promote the safety and security of users of the WPLS online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes:

- Unauthorized access, including so-called ‘hacking,’ and other unlawful activities
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

It shall be the responsibility of all members of the WPLS staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, CIPA, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of WPLS’ Executive Director or designated representatives

Additionally, the library may use the filter to block certain categories of sites for the protection of the network and PCs (for example sites that use malicious code to “hijack” a computer’s settings or install spyware).

While the library does filter all Wi-Fi enabled devices, the library cannot guarantee the effectiveness of said filter. Customers may request changes in access to specific sites by completing a *Request for a Change in Internet Access* form, available from a staff member.

#### Rules for Use of Library Internet

- While in WPLS facilities or grounds, customers shall not display obscene or pornographic images or images that demean or harass other customers or library staff or are otherwise inappropriate for a public setting.
- Users will respect copyright laws and licensing agreements.
- WPLS customers shall not use WPLS Internet access to violate software license agreements of copyright laws and shall not use library Internet service to bypass any computer security or otherwise obtain unauthorized access to any servers, routers or other networking equipment or software to modify any networking equipment or software.
- Customers shall not use any equipment or service to bypass any library computer security or obtain unauthorized access to any library server, router or other networking equipment or software or to modify any WPLS networking equipment or software.
- Use of the Internet for activities such as: hacking, sending, receiving, or displaying of obscene text or images, is illegal and prohibited. (Oklahoma Statute Title 21, Chapter 39, Section 1040.76 Oklahoma Statute Title 21, Chapter 39)
- All use of WPLS Internet must be performed in compliance with all applicable state and federal regulations.
- WPLS affirms the rights and responsibilities of parents and guardians to supervise the choices of their children. The library assumes no responsibility for use of the Internet by children.

### Public Access Computers

WPLS libraries provide computers with standard office software and Internet access for general public use. All standard adult cardholders may use any library computer in accordance with timekeeping and reservation procedures established by the Executive Director. Adults who do not have a library card may request the use of a guest pass with a limited time of access.

Children ages 16 and younger without library cards will not be granted guest passes unless a parent or guardian is present to guide the child's Internet usage.

### Rules for Use of Public Access Computers

- Users may not tamper with computer settings.
- Only software owned and installed by the library may be run on the library's public computers. Customers may not download software from any source.
- All users must comply with established library procedures for time limits and reservations of computers. Using another customer's card number to obtain more time is not allowed and will result in loss of computer privileges for a period of at least one day. The Executive Director has the authority to extend suspension from services.
- Users must use the computers in a responsible manner avoiding careless or deliberate damage and abuse of library equipment, furniture, and hardware.
- All users must respect each other and use the computers in a way that does not disrupt others.
- Users may access and save to their own USB based storage devices.

### Loss of Privileges

Customers who do not comply with this policy may be warned of failure to comply by library staff and, if the customer still fails to comply, suspended from computer or Internet usage for a 24 hour period. Severe disregard or abuse of the policy may prompt the Executive Director to extend the suspension of services up to and including prohibition from all library facilities.

### Privacy and Confidentiality

WPLS follows state and federal law regarding privacy of library users' records and information. It is WPLS's usual practice to erase all customer use records, except those essential for library business operations, at the end of each day. The Library will release records, including those relating to Internet usage, only as required by law.

### Computer and Internet Related Services

WPLS libraries offer a number of limited, basic services to assist people using computers and the Internet.

- Assistance with basic Internet searches.
- Printing and copying services.
- Guidance in searching the library catalog and using other library subscription services.
- Accessing the library's downloadable books.