

## Topic: Technology

### 4.2 Computer Use and Internet Access

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Attachments:	

Signature of Board Chairperson (and Date):

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The purpose of this statement of policy is to provide a North Kawartha Public Library Policy regarding appropriate conduct in regards to computer use and Internet access.

#### Disclaimer

The North Kawartha Public Library assumes no responsibility for any damages, direct or indirect, arising from its provision of access to Internet services. The Library disclaims any liability or responsibility arising from access to or use of information obtained through the Internet. Users are responsible for any commercial transactions made while using the Library's Internet connection.

#### Scope

The North Kawartha Public Library endorses as policy the Statement on Intellectual Freedom of the Canadian Library Association.

At the same time, the North Kawartha Public Library supports and is supported by the Canadian Copyright Act, the Criminal Code of Canada and other legislation governing access to expressions of knowledge and intellectual activity.

#### Internet use: Due diligence

While the Internet offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be objectionable or disturbing to some users and/or illegal. It may contain material of a controversial nature, as well as information that is inaccurate, out-of-date and/or inappropriate.

The Library assumes no liability in the event that a user may reach an inappropriate site. Users must accept responsibility for determining the legality, accuracy and reliability of the information found. Library users access the Internet

at their own discretion and are responsible for any access points they reach and appropriate use of the resource.

The Library is not responsible for the site content, accuracy, appropriateness or availability of any external sites linked to its home page. The Library cannot control information obtained through links to Web sites which often change rapidly. Links to information resources do not imply endorsement by the Library.

## **Policy**

North Kawartha Public Library provides computers for use by the public. A current North Kawartha Public Library card is required for access to the public computers. Library computers offer public and staff access to a variety of electronic resources, the Internet, CD-ROM, e-mail, word processing software, etc. for informational, educational and recreational purposes.

### **1. Computer Use**

Users must act with respect and consideration for one another and staff. All users are required to respect the privacy of others.

Users must obey the laws of Canada when using Library computers. Use of workstations for illegal, actionable or criminal purposes or to seek access to unauthorized areas is prohibited. Infringement of copyright and other intellectual property rights is prohibited.

Users are expected to treat Library computers and equipment with respect and take care to ensure that all persons enjoy equitable access. Users are not permitted to alter, tamper with or damage the Library's computer equipment or software configuration. This includes, but is not limited to: attempting unauthorized entry to the Library's network or external networks; intentional propagation of computer viruses; violation of vendor software license agreements.

### **2. Internet Access**

2.1 Internet workstations are situated in public areas and so content being viewed by users may be seen by other people, and users are expected to use the Internet in accordance with this environment. Users should be mindful of the fact that they are using the Internet in a public space designed for people of all ages, including children. Users of the Library Internet service should also be aware that some content could be offensive or intimidating to other Library patrons or staff.

All users of North Kawartha Public Library, including users of the Library's Internet services, are also expected to follow the Library's Rules of Conduct which are designed to ensure a welcoming environment.

2.3 Users are responsible for determining the reliability and accuracy of sites accessed and information found using the Internet.

2.4 Users are responsible for the legality of any sites they access. Users are subject to federal, provincial and municipal legislation regulating Internet use, including the provisions of the Criminal Code regarding obscenity, child pornography, sedition and the incitement of hate. The use of the Library's Internet services for illegal purposes is prohibited.

2.5 Certain copying or distribution of material found on the Internet may infringe on copyright or other intellectual property rights. The Library is not responsible for such infringements.

2.6 The Library supports the right and responsibility of parents or legal guardians to determine and monitor their children's use of Library materials and resources. The Library does not act in place of or in the absence of a parent. As with other Library materials, children's access to the Internet and other electronic networks is the right and responsibility of parents or guardians.

2.7 To help users effectively seek content on the Internet, North Kawartha Public Library staff has made every effort to choose Web site links that provide quality information sources.

2.8 Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information about their activities or themselves.

### 3. Internet Usage

3.1 Internet usage is restricted to 30 minutes per session, however the Director of Technical Services has the discretion to increase session length during non-peak seasons. Session time limits are posted in the computer area.

3.2 There are no restrictions on the number of daily internet sessions.

3.3 Wi-fi connections are not secure and should be used at your own discretion.

3.4 The computer area closes 15 minutes prior to the Library closing.

### **Application of the rules of conduct**

Library staff is entrusted with the obligation to ensure that all rules of computer use and Internet access are followed. Staff will advise patrons of appropriate conduct as required and state consequences of not following the rules of conduct should unacceptable behaviour continue or be repeated.

Any person violating Library rules of computer use and Internet access risks suspension of Library privileges, exclusion from the Library for a period of time, and/or prosecution.

In a situation where there is a contravention or perceived contravention of the law of the Province of Ontario and Canada, North Kawartha Public Library administration, staff will contact the police.

Questions about the North Kawartha Public Library Computer Use and Internet Access policy can be referred to Library staff and the Director of Technical Services.