

STOUGHTON PUBLIC LIBRARY COMPUTER & INTERNET USE POLICY

Approved by the Library Board on 08-06-20



I. Purpose

The Stoughton Public Library offers access to electronic resources including LINKcat, the Internet, various software programs, and public use computers as part of its mission to provide services and materials in a variety of formats to meet the information, education, and recreation needs of our patrons. To assure the fairest possible use of library resources by all library patrons, the Library Board governs the in-library use practices for electronic resources.

The Library's wired and wireless networks are filtered to comply with provisions of the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

II. Definitions

- A. The Internet is a global entity that does not fall under the control of governance of any single agency, government or organization.
- B. Specifically, as required by the Children's Internet Protection Act, inappropriate network usage includes: (a) unauthorized access, including hacking, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

III. Policy

- A. The Library shall, to the extent practical, prevent inappropriate usage of its network via Internet, electronic mail, or other forms of direct electronic communications.
- B. The Library shall, to the extent practical, prevent unauthorized access and other unlawful online activity.
- C. The Library shall, to the extent practical, prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.
- D. The Library shall comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].
- E. To the extent practical, the Library shall employ technology protection measures (internet filters) as required by the Children's Internet Protection Act to block or filter internet or other forms of electronic communications. Such blocking shall be applied to visual depictions of material deemed harmful to minors under the Children's Internet Protection Act.

F. Technology protection measures may be disabled for library users 17 years of age or older. Such disabling shall not be an option on computers that are located in the Children's Dept.

G. To the extent practical, steps shall be taken to promote the safety and security of users of the Stoughton Public Library's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

H. It shall be the responsibility of all members of the Stoughton Public Library staff to ensure compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

I. If internet users believe that a website has been blocked inappropriately, or that a website that is not blocked should be blocked, they may report it to the Library staff. Any question of whether a website should be blocked or not will be referred to the Library Director or his/her designee. This decision may be appealed to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal. The Library Board will hear the appeal at its next regularly scheduled meeting. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of library director or designated representatives.

IV. Public Use Computer Access Process

A. Patrons must use their own valid library card numbers and personal identification numbers (PIN) to access the public use computers. Full computer access privileges will be denied if patrons do not have their own valid library cards.

B. Staff cannot provide patron registration look-up service for library card numbers.

C. Limited public use computer access guest passes may be issued one time per person per day.

V. General Guidelines

A. In order to insure as fair access as possible to any computer station, the library may impose daily and weekly time limits. Computer sessions are ended when time limits are exceeded.

B. Staff reserves the right to intervene and end a computer session if they judge that equipment is being misused or other provisions of this policy are violated. Persons using the computers assume the responsibility for damage to software and hardware.

C. Users may not in any way alter, reconfigure or damage the public access computers. Doing so will result in loss of computer privileges.

D. Users may not unplug Library computer data connections and plug personal computers into the ports.

E. Personal software programs may not be used on library computers. Personal storage devices may be used on some library computers.

VI. Laptop Computer

- A. The patron laptop computer may be checked out only for use inside the library for up to one day.
- B. Use of the laptop requires a valid SCLS library card in good standing (fines under \$20.00) and a valid Wisconsin photo identification (such as a driver's license or state identification card).
- C. Patrons who remove the laptop from the premises, misplace, or damage the laptop will be charged the replacement cost of the laptop.
- D. The laptop must be returned at least 15 minutes before the library closes for the day. Personal headphones or earbuds are required if sound is being used. (Earbuds are available for purchase at the front desk.)

VII. Internet Use

- A. Users of the Internet are responsible for all copyright compliance in accordance with Title 17 of the United States Code.
- B. Parents/Guardians are responsible for minor children's use of the Internet. The Library staff can provide general assistance in how to gain access to the internet but they cannot monitor children's use, or limit it, other than limiting time allowed. Parents/Guardians should provide children with guidelines on acceptable use of the internet and other electronic resources.
- C. Terminals may not be used for any illegal or criminal purpose, including but not limited to:
 - violation of computer system security,
 - unauthorized use of computer accounts or access codes,
 - obstruction or disruption of other people's work,
 - violation of copyright or software licensing restrictions
 Other examples of unacceptable use include, but are not limited to:
 - Harassment of other users, or violation of their privacy.
 - Libeling, slandering, or maliciously offending other users.
 - Damaging equipment, software or data belonging to the Library or other users.
 - Sending, receiving, or displaying material that may reasonably be construed as obscene.

VIII. Wireless Use

- A. Users are responsible for their own connection to the library's wireless network.
- B. Printing from the wireless network is not available.
- C. The library's wireless access may be used only for legal purposes. Unacceptable uses are outlined above. Users of the Internet are responsible for all copyright compliance in accordance with Title 17 of the United State Code.

- D. Misuse or abuse of wireless access may result in loss of library privileges. Illegal uses of computers may also be subject to prosecution by local, state or federal authorities.
- E. The use of file sharing networks or any other activities that require so much bandwidth that the system significantly slows for other users is prohibited.
- F. The library reserves the right to end or restrict a wireless session if the wireless network is being misused.
- G. The Library's wireless network is also filtered to comply with the provisions of the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

IX. Disclaimers

- A. The Stoughton Public Library considers use of any public access computer in its facility to constitute an acceptance of its Internet Acceptable Use Policy.
- B. The Library considers its endorsement of the Library Bill of Rights and the Freedom to Read documents applicable to access and ~~to~~ use of electronic information as well as to print materials.
- C. The Library does not guarantee that information found on the Internet is entirely accurate, authoritative, factual, timely, or useful for patrons' purposes.
- D. The availability of information via library computers does not constitute the Library's endorsement of that information.
- E. Illegal use of the computers may be subject to prosecution by local, state, or federal authorities.

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