

**STOUGHTON PUBLIC LIBRARY**  
**INTERNET ACCEPTABLE USE POLICY**

Approved by Library Board March 15, 2017



**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. Some Library users may be eligible for internet-only cards. These cards allow internet access and computer use but do not allow for materials check out. These cards are issued to patrons without proof of address (because they will not be taking Library materials with them). Patrons need to show ID, but not proof of address.

C. Specifically, as required by the Children's Internet Protection Act, prevention of 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 – It is the policy of the Stoughton Public Library to:**

A. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

B. Prevent unauthorized access and other unlawful online activity;

C. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and

D. Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

E. Access to Inappropriate Material

To the extent practical, technology protection measures (internet filters) shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information.

F. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, or child pornography, or to any material deemed harmful to minors.

G. 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. This will NOT be an option on computers that are located in the Children's Dept.

H. Inappropriate Network Usage

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.

I. Education, Supervision and Monitoring

It shall be the responsibility of all members of the Stoughton Public Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

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.

J. 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. 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. Children ages 9-12 who are using the library without an accompanying adult must have either a juvenile library card or a Stoughton Area School District login to access the internet. If they have neither of these, they should ask their parent or guardian for assistance getting a library card. A child under age 12 accompanied by an adult may request a computer pass if the adult gives verbal assent to the staff member at the Children's Desk.
- D. 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.

## VII. Wireless Use

- A. Users are responsible for their own connection to the library's wireless network. Staff is not available to assist patrons in connecting their devices to the 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.

## VIII. 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 to apply to access to and 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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