



Internet Safety Policy

Introduction

The Anderson-Lee Library affirms the legal and constitutional rights to privacy for patrons accessing materials and information from a library. In compliance with the Federal Children's Internet Protection Act, it is the policy of the Library to: (a) deter user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) deter unauthorized access and other unlawful online activity; and (c) deter unauthorized online disclosure, use, or dissemination of personal identification information of minors.

Definitions

Key terms are as defined in the Children's Internet Protection Act.*

Privacy

The Library will take reasonable and prudent measures to protect the privacy of data provided by patrons when using the System's Integrated Library System (ILS) and the shared wide-area network. Per New York Civil Practice Law & Rules Section 4509, library records, including internet activity and search histories, are considered confidential and private.

New York Civil Practice Law & Rules Section 4509 Library Records.

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Access to Inappropriate Material

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

Due to risk of indecent exposure to minors, viewing or disseminating obscene or pornographic material in the Library is prohibited.

No Internet filter is 100% effective and library staff cannot act *In Loco Parentis*. Parents/guardians are responsible for the Internet behavior of their minor children.

The Library will comply with the requirements of Children's Internet Protection Act while upholding the constitutional and legal rights to privacy and confidentiality of their patrons.



Inappropriate Network Usage

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

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.

COMPUTER USE & INTERNET ACCESS POLICY

The Internet is a resource that enables library patrons to connect to information beyond that contained in the Library's collection. While the library does have filtering software loaded onto its computers, staff does not monitor, or protect patron use of the Internet, nor can we regulate, or be held responsible for the content of websites which patrons may find offensive, or that might be illegal. The Library does not have control over materials obtained on the Internet, and cannot be held responsible for the content.

INTERNET RULES OF USE

1. Library Internet computers are provided for learning, research, and information.
2. All users of electronic information resources are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow the Library's basic rules and regulations.
3. Respect the privacy of others. Do not enter the computer area until it is your turn on the computer. Leave the area as soon as your time is finished.
4. Computer time is limited to one hour daily. Appointments may be made in person or by phone up to one week in advance. If a user is more than 10 minutes late and has not notified the library, the time will be given to another user.
5. If computers are shared, all users must agree to the Library's Internet policy
6. Children under the age of 13 must be supervised by a parent, guardian or legal caregiver at all times.
7. A parent, guardian, or legal caregiver, through signature, is responsible for the access of young adults from the ages of 13-17.
8. Be considerate in your use of the Internet. You are in a public place where children may be present.
9. Use of "chat lines" not related to library research will not be allowed.
10. Do not send, receive or display inappropriate materials, defined as text or graphics which may reasonably be construed as obscene.
11. Do not use the Library's network to send threatening messages.
12. Do not misrepresent yourself by access code, password, or signature.
13. Do not alter hardware or software.



14. Do not make copies of copyrighted or licensed software unless such data is authorized.

RULES OF GENERAL COMPUTER USE POLICY

1. Patrons must sign in at the circulation desk. There is a one-hour time limit for all library computers, which will be enforced when other patrons are waiting.
2. There are dedicated computers for children available in the library. It is the responsibility of the parent, legal guardian, or responsible caregiver to supervise children when they are on the computers. Children ages 12 and under must use the designated children's computers.
3. Do not talk with others in the computer lab, as this is disruptive to other patrons. Talking on cell phones is not allowed in the computer lab. Use headphones/ear buds for audio content.
4. Do not alter or damage library computer hardware or software, including making changes to the computer desktops. Consult a staff member if you are having problems using a computer.
5. Do not download copyrighted or licensed software or data unless such use is authorized.
6. Users must be familiar with general operations of the computer, including use of computer software applications.
7. The library staff is not required to render assistance above and beyond basic maintenance of the computers.
8. Do not change the configuration of any of the software on these computers. If you experience problems or cannot get the computer to work, report to the circulation desk. Do not try to fix anything. Do not shut down the computers. Do not make changes to the desktop format.
9. Do not save personal files to the computers. Please log off your session when you are finished to ensure any downloaded or saved files are deleted. To save files, it is recommended that patrons bring a storage device such as a flash drive to back up their work. Flash drives may be available for purchase at the circulation desk.
10. No food or drink is allowed in the computer lab.
11. Printing is available for 25 cents for black and white pages and 50 cents for color. Printouts are available at the circulation desk. All unpurchased printouts will be discarded at closing time.
12. Computers and printers will be shut down 15 minutes prior to closing. There will be no exceptions. Users must plan to be finished by this time.

WIRELESS INTERNET ACCESS POLICY

Free wireless internet access is available at the Anderson-Lee Library. Patrons who have personal electronic devices with wireless internet may access the wireless connection from inside the library. Library rules and policies regarding Internet use apply to wireless access:



1. Library staff is unable to provide technical assistance.
2. The library cannot guarantee internet speed or quality of connection.
3. The library's wireless network is not secure. Virus, security, and privacy protection are not provided by the library and are the responsibility of the patron.
4. The library assumes no responsibility for damage, theft, or loss of personal equipment, software, data files or other personal property used in or around the library facility.
5. The library accepts no responsibility for any software downloaded and/or installed, e-mail opened, or sites accessed while patrons are on the wireless internet connection.

Any damage done to the patron's equipment or person from viruses, identity theft, spyware, plug-ins, or other Internet-based programs is the sole responsibility of the patron; the patron holds harmless the library from any such damage.

The library's wireless connection is unencrypted and unfiltered. Use of the wireless connection is done at the patron's own risk. By using this connection, patrons acknowledge that security errors and hacking are an inherent risk associated with any wireless service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold the library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the patron's computer.

It is recommended that you do not share any private information over an unsecured wireless connection, including online shopping and bill-paying. If you have to do one of these things at the library, it is recommended that you use one of the hardwired desktop computers. Unauthorized downloading of copyrighted material(s) is strictly forbidden and will result in suspension or revocation of library privileges and may result in a formal notification to the appropriate local law enforcement office.

Adoption

This Internet Safety Policy was adopted by the Board of Trustees at a public meeting, following normal public notice, on October 25, 2016.



* CIPA definitions of terms:

MINOR. The term "minor" means any individual who has not attained the age of 17 years.

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.

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.