

# POLICY

**Subject: Internet Use Policy**

**Approved By: Board of Library Trustees**

**Approval Date: March 7, 2009, Oct. 21, 2009, Sept. 18, 2012, Sept. 17, 2013, Aug. 19, 2014, Aug. 18, 2015, Dec. 20, 2016, Oct. 17, 2017, Dec. 18, 2018, Oct. 15, 2019**

**Effective Date: Oct. 15, 2019**

**New ( ) Revised ( ) Reviewed (X)**

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CUTPL makes the Internet and all its computer resources available to all who respect the rights and property of others, and who abide by the Library's Policies. The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. While it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, the Internet also enables access to some material that may be offensive, disturbing, and/or illegal.

While constitutionally-protected speech and information is available for access for all library patrons, the Library must also be mindful and respectful of the rights of other patrons (particularly children) not to be inadvertently exposed to material and images that are not constitutionally-protected or that they (or their parents) may find personally unsuitable.

## **Content Filtering**

The Library uses content filtering software to manage and monitor Internet usage. The primary use of this software is to filter objectionable or inappropriate content. Patrons should understand that this software is not 100 percent accurate and may allow some objectionable content through, as well as block some content that would be acceptable under library policies.

## **Acceptable Use**

Examples of inappropriate use include (but are not limited to):

- Accessing, transmitting, uploading, downloading or distributing pornographic, obscene, abusive, or sexually explicit material or language.
- Violating any local, state or federal statute.
- Vandalizing, damaging or disabling the property of another individual or organization.
- Violating copyright or otherwise using intellectual property of another individual or organization without permission.
- Harassment, libel or slander of other person or parties
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others

- Any and all other matters which the Library, in its sole discretion, subject to constitutional limitations and in consideration of the best interests of the public, determines to be an unacceptable purpose.

Violators of this Policy will be barred from the Computer Lab for a period of time commensurate with the nature of the violation. A person will be considered in violation of these guidelines if he or she refuses to comply with the directions of the staff, or if he or she repeatedly uses the computer resources in an inappropriate manner, requiring staff to intervene. The following penalties will be imposed:

- First Offense – Dismissal from the Computer Lab at the discretion of the Computer Technology Manager or Computer Lab Clerk.
- Second Offense – 30 day ban from the Computer Lab at the discretion of the Director and Computer Technology Manager
- Third Offense – Permanent ban from the Computer Lab

Unauthorized use applies to computer accounts, access codes or network identification numbers.

Patrons agree not to allow anyone else to access the computer with their library card. Any library card being used to logon to multiple computers simultaneously will be disabled for computer access.

The account will remain disabled until the cardholder signs a form indicating their understanding that they are responsible for all activity on the computer account. If the card belongs to a minor, the parent or legal guardian must sign the form.

In some cases, a new library card may be issued to protect the cardholder's account against additional abuse. Patrons not eligible for a resident or non-resident Library card may be issued a "computer use only" card.

Patrons must be in good standing (i.e., possessing a current Library card with no fines exceeding \$10) in order to logon with their Library cards. If a patron does not have a library card and is 18 years of age or older, a guest account may be used to access the computer.

Under Indiana Code 35-43-2-3, "A person who knowingly or intentionally accesses a computer system, a computer network or any part of a computer system or network without the consent of the owner of the computer system or computer network, or the consent of the owner's licensee, commits computer trespass, a Class A misdemeanor."

Patrons are not permitted to communicate with library staff email accounts for any purpose other than library business. In addition, no library staff email account may serve as a proxy for patron personal business.

Configuration changes Patrons shall not make configuration changes to library computer hardware or software.

Under Indiana Code 35-43-1-4, "A person who knowingly or intentionally alters or damages a computer program or data, which comprises a part of a computer system or computer network without the consent of the owner of the computer system or computer network commits computer tampering, a Class D felony."

Downloading files: No files may be downloaded to a library computer's hard drive. If a file is to be saved, it must be downloaded to the patron's own portable data storage device. If no alternative is available, library staff may provide temporary storage media for use in the library. Patron files will be deleted from such media at the conclusion of the transaction.

Time Limitations: Use of Library computers is on a first come, first served basis. Patrons will be required to sign in and sign out for the Computers and note the times. Computer time may be limited to one hour if the Computer Lab is near capacity.

Note to Parents: The Internet's "user friendliness" and easy access to a wide range of information resources demands diligent and thoughtful parental supervision. It should be understood that the Library and its staff cannot act as censors or substitute parents. While the library provides "content filtering software" to prevent access to materials that would not be generally acceptable, it is the responsibility of the parent or guardian to provide the necessary supervision to ensure their children's use of the Internet in an appropriate and safe manner.

ANYONE UNDER THE AGE OF 18 MUST HAVE A SIGNED PERMISSION SLIP TO ACCESS THE INTERNET AT CUTPL. THE SLIP MUST BE SIGNED IN THE LIBRARY BY A PARENT OR LEGAL GUARDIAN AND WILL BE KEPT ON FILE AT THE LIBRARY.

Indemnity: Patrons are cautioned that the accuracy, completeness, and currency of information found on the Internet vary widely. Critical judgment should be used to evaluate all sources. The Culver-Union Township Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its Internet access or other Computer Lab services and makes no warranties of any kind, either expressed or implied, for the Internet access it is providing. In consideration of the Library's provision of Internet access, patrons agree to hold the Library harmless and agree to indemnify the Library from any and all liability arising out of the patron's use of the Internet.

This Internet Use Policy is subject to change without notice and at the discretion of the CUTPL Board of Directors.

Copies of this Policy will be posted on the Main level and in the Computer Lab.