

Computer and Internet Policies

PURPOSE STATEMENT:

The Dorothy Bramlage Public Library endeavors to develop and maintain collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the diverse Junction City, Geary County, and Fort Riley communities. It is within this context that the Library offers access to the Internet.

ACCESS AND USE POLICY:

The Dorothy Bramlage Public Library provides access to the Internet and other computer resources for library patrons from public access computers. The library also offers free wireless Internet access to patrons who have their own portable wireless devices. This policy applies to both means of access and use unless otherwise noted.

The library will comply with the Children's Internet Protection Act (CIPA) and all library computers will employ some type of filtering device. Per a ruling by the Supreme Court, an adult may choose to disable filtering for his or her individual use. This will be done via procedures established by the library staff.

The Library does assume that all users will exercise good judgment and good taste and will cooperate with the standards of the Library and the community. As such, patrons will agree to:

- ❖ Not access, create or display information that is obscene as defined by Kansas law. (KSA 21 4301) (KSA 21 4301C)
- ❖ Not disclose or disseminate personal information that could threaten or create vulnerability for any person or the library.
- ❖ Not use library computers for any illegal or criminal use.
- ❖ Respect the legal protection provided by copyright and license to programs and data. (US Code Title 17)
- ❖ Not tamper with computer hardware and/or software or attempt to gain unauthorized access to any data or computer network.
- ❖ Respect other users' privacy and rights.

In addition, patrons will also agree to:

- ❖ Be sensitive to staff and other patrons who are in the Library
- ❖ Observe age and/or use restrictions in effect for any workstation
- ❖ Limit computer time to the posted time limit for that workstation unless staff has advised that they may continue.
- ❖ Pay for all printed pages at the Circulation Desk
- ❖ Assume full responsibility for any charges that may be assessed for the use of Internet sites or facilities.

The Library cannot vouch for the validity of the information found via the Internet. As an information consumer, patrons must be aware that some sources on the Internet may not provide information which is accurate, complete, and current.

Patrons are expected to be familiar with the Library's Internet Access and Use Policy. The library reserves the right to terminate an Internet session at any time for any reason. Staff is authorized to take immediate action to protect the security of computers and the network and ensure the fair and reasonable use of Internet resources. This includes confiscating disks, requiring a user to leave the computer or the premises, and contacting law enforcement authorities. Use of personal laptop computers in the library is also subject to the same user responsibilities.

Parents or guardians, and only parents or guardians, may restrict their children, and only their children, from access to the Internet resources available through the Library. Parents or guardians are encouraged to supervise their children's Internet sessions and are responsible for the information selected and/or accessed by their children via any workstation. Procedures established by the library staff may set age limits for use of specified computer workstations.

Internet privileges for patrons with overdue materials, including children, may be suspended pending the return &/or payment of this material. Internet privileges for patrons with unpaid fines may also be suspended until such fines are paid.

STAFF ASSISTANCE:

Reference staff can assist patrons with logging-on to the Internet and accessing a search engine. Reference staff can also provide basic instruction on Internet usage and offer suggestions for effective searching. Reference staff cannot provide in-depth training concerning Internet searching, computer jargon, and computer use.

WIRELESS INTERNET SERVICE

Wireless Internet service is also available at the Dorothy Bramlage Public Library. To utilize this free service, patrons will need to have wireless capability already installed on their personal computer or other wireless device. Patrons who are unsure if their personal notebook/laptop or other device has this functionality can check with the manufacturer or supplier of their equipment or a local technology merchant. Library technical staff can provide limited assistance but the library makes no guarantee that a wireless connection will be established by all users on all visits.

The wireless network is not secure. Information sent to and from any personal notebook/laptop computer or other device may be captured by anyone else with a wireless device and the appropriate software within or near the library.

The Library assumes no responsibility for the safety and security of any personal equipment including notebook/laptop computers and other wireless devices, or any alteration or loss of configuration, security, or data files resulting from connection to the Library's wireless network.

By choosing to use this service patrons also agree to abide by the full measure of the library's Internet Access and Use Policy.

The Library reserves the right to require individuals to discontinue the display of information or images which could cause a public disturbance as determined by library staff.

The Library reserves the right to deny wireless access to anyone at any time and can make no guarantees about the availability or proper function of this service.

Though the Library has tried to make wireless access as available as possible, dead spots may be encountered. Patrons unable to connect or experiencing inconsistent service due to a dead spot should move to another acceptable location in the public area.

Wireless users requiring sound must wear headphones so as not to disturb other library users.

INTERNET SAFETY POLICY FOR DOROTHY BRAMLAGE PUBLIC LIBRARY

Introduction

Public access to the Internet and online services has become an integral part of the Dorothy Bramlage Public Library's programs and services. The intent of this policy is to meet the provisions of the Kansas Children's Internet Protection Act, as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.

The purpose of the Internet Safety Policy of the Dorothy Bramlage Public Library is to implement and enforce technology protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

Developed under the direction of the Board of the Dorothy Bramlage Public Library, this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on October 10, 2016. This policy supersedes all previous Internet Safety Policy statements of the Dorothy Bramlage Public Library and is effective on October 7, 2019.

This policy document will be reviewed by the Dorothy Bramlage Public Library Board of Trustees at least every three years.

Legal Requirements

The Dorothy Bramlage Public Library's Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act.

The Dorothy Bramlage Public Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1.

Supervision and Monitoring

Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purpose.

It shall be the responsibility of all members of the Dorothy Bramlage Public Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the senior staff member in charge and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. If the technology protection measure being used is a regional service, the information and recommendation shall be forwarded to the appropriate regional staff.

Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the library director in charge, providing as much detail as possible.

The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library's web site and in print at the reference desk.