



# Policy Manual

135 Main St. Montpelier, VT

## ACCEPTABLE INTERNET USE POLICY

Effective Date: June 27, 2002

### I. POLICY OVERVIEW/DESCRIPTION

#### Internet Access

Access to the Internet is germane to the Library's mission. However, the Internet is an unregulated medium and provides access to information which, at times, can be inaccurate, illegal, or that some may find offensive or disturbing. On its website, the Library will identify specific Internet sites that have potential interest for users, but the Library cannot control a user's access to other Internet resources.

#### Wireless Access

The Kellogg-Hubbard Library provides wireless access to the Library's Internet service for properly equipped and configured laptops and mobile devices. Users may pick up a signal throughout the Library, although the signal may be weaker (and therefore the connection not as fast) in certain sections of the Library. Printers are not currently available through our wireless connection.

### II. RESPONSIBILITY OF LIBRARY STAFF AND USERS

Library staff will not monitor a user's Internet use, except for length of use in order to ensure equal opportunity of access for everyone. The user, or the parent of a minor under the age of 18 years, is responsible for his or her Internet session at all times.

The Library reserves the right to terminate an Internet session that disrupts library services or that involves user behavior that violates the Library's policies.

As with all Library resources, the Library affirms the right and responsibility of parents/guardians, NOT Library staff, to determine and monitor their minor children's use of the Internet. Parents are responsible for their minor children's use of the Library's resources and facilities.

The Library cannot accept the liability of handling user equipment and therefore cannot assist you in setting up your own equipment or internet connection on the wireless network. Library staff are happy to provide assistance when using Library computers.

### III. DISCLAIMERS

While the Library endeavors to provide access to information of the highest quality, the Library specifically disclaims any warrant as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose.

The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service.

Since software and information downloaded from any sources, including the Internet, may contain computer viruses, users are advised to utilize virus checking software on their home computers. The Library is not responsible for damage to users' home computers or for any loss of data, damage or liability that may occur from use of the Library's computers.

The Library shall not be responsible for any loss of data or damage to personal equipment.

#### **IV. UNACCEPTABLE USES OF COMPUTERS**

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

Uses that violate the law: transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading illegal materials; downloading or transmitting confidential, trade secret information, or copyrighted materials.

Uses that cause harm or damage to property: uploading any harmful programming (e.g. viruses); participating in hacking activities; or any form of unauthorized access to other computers, networks, or information systems.

Uses that jeopardize the security of access of the computer network or other networks on the Internet: disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the Library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.

Uses that compromise individual safety and security; engaging in defamation (harming another's reputation by lies); giving others private information about one's self or others, including credit card numbers and social security numbers.

#### **Responses to Violations**

The user's access to the Library's computer network and Internet is a privilege, not a right. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Failure to comply with this policy and its procedures will result in the forfeiture of library Internet or general library privileges.

#### **V. PROCEDURES**

The Library staff will develop such rules and procedures as are necessary to ensure the fair and reasonable use of Internet access.

#### **VI. REFERENCES**

#### **Confidentiality of Library Records**

In accordance with 1 V.S.A. § 317 (c)(19), the following are exempt from public

inspection and copying: records relating to the identity of library patrons or the identity of library patrons in regard to the circulation of library materials.

### **Compliance with the Neighborhood Children's Internet Protection Act (NCIPA)**

The Library believes this policy to be in compliance with the requirements of the Children's Internet Protection Act (CIPA), Pub. L. No. 106-554, Subtitle C (Neighborhood Children's Internet Protection Act), § 1731-32.

<b>VII. REVISION HISTORY</b>
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This policy supersedes any Library policies and practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision. The Kellogg-Hubbard Library Board of Trustees reviewed and approved this procedure on 6-15-2013.

<b>Date</b>	<b>Revision #</b>	<b>Modification</b>
2013-06-15	1.0	Policy reviewed and revised - Wireless Access information added.
2002-06-27	0.0	New policy approved by Kellogg-Hubbard Library Board of Trustees.