KELLOGG-HUBBARD LIBRARY

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COMPUTER AND INTERNET USE POLICY

Effective Date: June 27, 2002

I.	POLICY OVERVIEW/DESCRIPTION

The purpose of this policy is to define the appropriate use of technology resources at the Kellogg-Hubbard Library. This includes technology and resources accessed with equipment in the Library, loaned by the Library, and/or via the Library's wireless Internet connection.

The Kellogg-Hubbard Library provides resources in a wide variety of formats to meet the cultural, informational, recreational, and educational needs of our community. Public internet access is an integral part of these resources. The library provides computers for public use, and our Guest Wi-Fi network is accessible throughout the building and most of the grounds.

The Kellogg-Hubbard Library does not monitor Internet use, has no control over the information accessed through the Internet, and cannot be held responsible for its content. The Library cannot guarantee the accuracy or completeness of information on the Internet. Users should carefully evaluate the information they find when using this resource.

II.	RESPONSIBILITY OF LIBRARY STAFF AND USERS

Library staff will not monitor a user's Internet use, except for length of use to ensure equal opportunity of access for everyone. The user, or the parent of a minor under the age of 18 years, or their designee is responsible for his or her Internet session at all times, including respecting time limits when others are waiting.

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 or rules.

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. Library staff are not responsible for the content children access during their internet use.

Library staff can assist with Library computers and visitors' personal devices to the extent they are able, but their advice shall not constitute expert opinion. The Library and Library staff are not responsible for any loss or damage resulting from assisting with public computers and personal devices, or for direct, indirect or consequential damages related to the use of information accessed through Library technology or internet service.

III.	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, security and privacy; engaging in defamation (harming another's reputation by lies); giving others private information about oneself or others, including credit card numbers and social security numbers.

Responses to Violations

User access to the Library's computer network and Internet is a privilege, not a right. A user violates this policy by their own actions 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 constitutes a violation of library behavior rules.

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

IV.	REFERENCES

Confidentiality of Library Records

This policy follows and complies with 1 V.S.A. § 317 (c)(19), which exempts 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, unless subject to exceptions provided in 22 V.S.A. § 172.

Compliance with the Children's Internet Protection Act (CIPA)

The Library does not receive e-rate service and is not required to comply with the Children's Internet Protection Act (CIPA), Pub. L. No. 106-554, Subtitle C (Neighborhood Children's Internet Protection Act), § 1731-32.
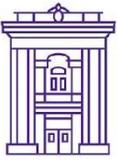
V.	**REVISION HISTORY**

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.

Date	Revision #	Modification
2026-01-21	2.0	Policy reviewed and revised for current practice
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.