

## Internet Acceptable Use Policy

### Crandon Public Library – Crandon, Wisconsin

## Internet Acceptable Use Policy & Guidelines

### Purpose:

As our community's gateway to the world of information, the Crandon Public Library provides unfiltered access to a broad range of information resources, including those available through the Internet. The Internet offers access to ideas, information and commentary from around the world that can be personally, professionally and culturally enriching. However, not all sources on the Internet are accurate or up-to-date. The Library does not monitor, control or accept responsibility for material on the Internet. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

### Public Access Internet Users

## Children

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Users under the age of 18 must have signed permission from a parent or guardian to use the Internet. The parent or guardian must show identification and sign the permission slip in the presence of a library staff member. Minors without signed parental permission may not observe Internet sessions conducted by anyone other than the minor's parent or guardian. The library reserves the right to require supervision by a parent or guardian for Internet use if a minor with parental permission for unsupervised Internet use violates the Internet Acceptable Use Policy. The library does offer one filtered machine in the Children's room for users under the age of 18 who do not have signed permission to use the unfiltered machines located in the computer room. The library assumes no responsibility for the use of the Internet by children. **Parents and/or legal guardians are responsible for supervising Internet searching, email, chat rooms, and any other form of electronic information.**

## Adults

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Internet resources available in the library are provided to all adult patrons except those whose prior Internet use has resulted in revocation of privileges. If a patron's library account balance is five or more dollars owed to the Library, access to the Library's computers will no longer be allowed.

### Acceptable Use

All Internet users are expected to use this electronic resource in a responsible manner and to follow the rules outlined below. Misuse or abuse of library computers or Internet access may result in temporary or permanent suspension of Internet and computer access privileges. The library staff will not normally monitor or supervise Internet use out of respect for an individual's right to privacy; however, the library

staff reserves the right to monitor Internet workstations to ensure compliance with this policy. In addition, users access the library computer hardware, software, and documentation at their own risk. The Crandon Public Library is not responsible for equipment malfunction, loss of data, damage to user's disks, data, etc., or electric transactions of any type that are related to the public use of library computer resources.

1. The library's public Internet access computers are on a first come, first served basis.

To access the Internet a customer must use his or her own library card number. A visitor who does not have a library card may receive an Internet guest pass by showing identification at the circulation desk.

Each individual is limited to one hour per day of Internet access and must use his or her own library card number or Internet guest pass number to sign up for a computer and log in. Staff may free up special-purpose stations, such as those with special equipment or capabilities.

2. Library staff members cannot provide in-depth training in Internet or personal computer skills. Staff may be able to offer basic searching suggestions, but due to scheduling constraints an experienced Internet-trained staff member may not be available at all times.

3. Some Internet sites are inappropriate for viewing in a public setting. The Crandon Public Library requires computer users to respect the rights and sensibilities of all library users. Inappropriate conduct includes but is not limited to the display of images which other patrons and/or library staff find offensive, including sexual conduct, and threatening, harassing, or abusive language or images. Users should refrain from the use of Internet sounds and visuals which may disrupt the ability of other library patrons to use the library and its resources. The library reserves the right to end Internet sessions when an individual's computer use creates an atmosphere inappropriate for a public library setting. The Crandon Public Library reserves the right to monitor customers' use of library workstations, networks and servers and personal devices being used at the library, for security purposes, conformance with procedures and acceptable-use policies and the detection of illegal activities. The privacy provisions of Chap. 43 Wis. Stat. will apply to an individual's use of the Internet although evidence of illegal activities will be reported to the appropriate authorities.

4. Users must refrain from sending, receiving, or displaying text or graphics that may reasonably be construed as obscene under Wis. Statute 944.21 or as harmful to children under Wis. Statute 948.11. If done in the presence of a minor, such action may be a criminal offense under Wis. Stat. 948.11. Violation of this rule will result in the immediate termination of the patron's computer use session. In addition, the patron may be subject to other penalties, including the loss of all library privileges and criminal prosecution.

5. Computer use is intended for educational, informational, and recreational purposes only; not for unauthorized, illegal, or unethical purposes. Any illegal activity involving the use of the Library's

computers, including the Internet, is strictly prohibited and will be subject to prosecution by the appropriate authorities.

6. US Copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution or copyrighted materials, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. All responsibility for any consequences of copyright infringement lies with the user; the Crandon Public Library expressly disclaims any liability or responsibility resulting from such use.

### **Wireless Internet Access**

The Crandon Public Library's wireless (Wi-Fi) access is provided through the State of Wisconsin's internet service provider Wiscnet. Users with a laptop or PDA must have a wireless card (802.11b at 2.4Ghz) and an Internet browser to access the library's wireless network. Library staff cannot provide technical assistance or support for connecting to the wireless network and cannot guarantee that individuals will be able to make a connection.

Wireless access at the Crandon Public Library is unfiltered. Patrons wishing to use this free service must follow the Acceptable Use policy outlined above. The library reserves the right to end an individual's wireless session when an individual's computer use creates an atmosphere inappropriate for a public library setting. The library also reserves the right to limit a patron's time of use due to increased user demands and space/seating limitations.

The Crandon Public Library's wireless is not secure. Information sent to and from a Wi-Fi device may be captured by anyone else with a wireless device and appropriate software. The library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the library's wireless access.

Wireless users may not access library printers.

*Approved:*

*Crandon Public Library Board of Trustees*

*June 2000*

*Revised: July 2002*

*Revised: May 2004*

*Revised: April 2007*

*Revised: December 2008*

***Revised: December 2013***

## **Crandon Public Library**

### **Internet Use Permission Form for Minors**

\_\_\_\_\_ (Please print child's name)

has my permission to access the Internet at the Crandon Public Library. I have read, understood and agree to all the guidelines as specified in the Internet Acceptable Use Policy for the Crandon Public Library. I understand that the Internet may contain ideas, points of view, and images that may be offensive or disturbing to my child or myself. I also recognize that it is impossible for library staff to monitor and restrict the access of controversial materials on the Internet and I will not hold them responsible for anything obtained during my child's Internet use session. I further agree and understand that as a parent or legal guardian, it is my responsibility to educate my child on how to safely navigate on the Internet and/or to monitor my child's sessions on the Internet.

By signing, I hereby agree to give permission for my child to access the Internet at the Crandon Public Library.

Parent or legal guardian's name: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_