

## **Computer Usage & Internet Safety Policy**

Approved by the Board of Trustees: June 14, 2017

### **General Statement**

In order to provide access to ideas and material that support the cultural, educational, and recreational enrichments of the community, the Pittsburg Public Library provides computers for patron use. Use of the Library's computers or wireless network to access the Internet constitutes agreement with this policy.

### **Library Rights and Responsibilities**

- Library staff will not disclose patrons' use of the Library with respect to information sought or received via the Internet except pursuant to a valid court order or subpoena authorized under federal, state or local law, or as a result of unacceptable use as described herein.
- Patrons are not required to have a library card in order to use library computers or the wireless network.
- Library staff may establish limits on the length and number of sessions allowed on library equipment and may designate and restrict use of some Internet workstations for specific age groups or uses.
- The Library is not responsible for any unauthorized or illegal activity conducted over the Internet using Library equipment.
- The Library is not responsible for loss of data, damage or liability that may occur from files or programs downloaded from the Internet.
- The Library cannot guarantee that Internet filters will block offensive and/or illegal materials.

### **Patron Responsibility**

- Patrons who use the Library's computers or wireless network to access the Internet will respect the privacy of other users, abide by United States and Kansas laws, particularly those ensuring the safety of minors, and follow the policies of the Library.
- Parents and guardians, not Library staff, are responsible for Internet use by their own minor children, including those who visit the Library without a parent or guardian. Children under age 8 must be accompanied by an adult.
- Patrons are responsible for their library printouts.

### **Unacceptable use includes, but is not limited to:**

- Accessing or exhibiting visual depictions that are child pornography, harmful to minors, or obscene as defined by the Kansas Children's Internet Protection Act. (K.S.A. Supp. 201375-2589)
- Violating individual privacy rights, including unauthorized disclosure, use and dissemination of personal information regarding minors
- Sending harassing messages to other computer users
- Accessing or attempting to access secure data in an unauthorized manner
- Damaging or attempting to damage computer equipment or software
- Interfering with systems operations, integrity, or security
- Violating copyright laws and software licensing agreements

- A patron who is observed using a workstation in an unacceptable manner may be subject to:
  - Immediate termination of the Internet session
  - Suspension of computer use or other Library use privileges
  - Notification of appropriate law enforcement officials

### **Internet Safety Policy**

The purpose of the Internet Safety Policy 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. This policy document will be reviewed by the Pittsburg Public Library Board of Trustees at least every three years.

### **Legal Requirements**

- The Pittsburg Public Library 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 Pittsburg 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 Pittsburg 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 library director or IT Supervisor 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.
- Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the library director, 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 on request.