



Computer Usage and Internet Safety Policy

Introduction

The Norfolk Library is committed to providing access to informational, educational, recreational, and cultural resources for the Norfolk community. In fulfilling this commitment, the Library offers free Internet access through library computers and through mobile devices connected to the Library's wireless Wi-Fi network.

The Internet is a global and unregulated information network. As such, patrons can access information and images beyond the scope of the Library's selection criterion and collection development policies. The Library cannot control the information available through the Internet and is not responsible for its content.

Users are cautioned that ideas, points of view, and images can be found on the Internet that are controversial, misleading, and inflammatory. The provision of access does not imply that the Library endorses or sanctions the content of any of the information or commentary that may be found on the Internet. The Library cannot protect individuals from information and images that they might find offensive or disturbing. Users must use the Internet at their own risk.

As with other library materials, parents or caregivers are responsible for a child's (under 18) access to Internet-accessible computers and mobile devices.

Computer and Internet Usage

Contact a staff member at the Circulation Desk to arrange for use of a computer workstation or mobile device. A user agreement is required before you log on. No more than two people may work at a computer station at any one time.

Computer workstations are primarily intended for the informational and educational use of Library patrons. The Library prefers recreational computer/Internet use to be limited to the Library's in-house mobile devices, including laptops and iPads.

The Library strives to maintain Internet access by computers, mobile devices, networks, and wireless access at all times the Library is open. Downtimes may occasionally occur.

Users are responsible for protecting the confidentiality of their information by removing all of their files and Internet search history from Library computers and mobile devices at the end of each session.

Per page printing fees are collected by the Library in order to cover the cost of printer supplies and maintenance. The Library assumes no responsibility for loss of data, or for damages sustained by any patron who connects a flash drive or electronic device to a Library computer, laptop, or copier. The Library assumes no responsibility for any liability that may occur from patron use of a computer or mobile device or the Library's network.

Responsible Network Usage

All users of the Library's Internet, computers, and in-house mobile devices are expected to use these resources in a responsible and courteous way:

- a. Recognize that the Internet, like all Library information sources, must be shared and used in a manner that respects the rights of others. Time limits may be enforced when demand exceeds supply.
- b. Refrain from the use of Internet sounds and visuals that might disrupt the ability of other Library patrons to use the Library and its resources.
- c. We strongly urge users to use mature discretion when selecting sites to visit. Anyone of any age may wander in and look over your shoulder; for this reason, X-rated or pornographic sites are not appropriate to visit on the Library's Internet network.
- d. Respect the privacy of others by not misrepresenting oneself as another user.
- e. Exercise caution in sharing personal information (password, telephone number, credit card number, etc.) on the Internet. The Library's Internet networks are unsecure; the security of personal information shared on or with non-Library sites cannot be guaranteed.
- f. Evaluate Internet sources for accuracy and completeness of information.
- g. Except as permitted by fair use or other copyright exemptions, Norfolk Library Internet, computer, and mobile device users may not reproduce, download or distribute copyrighted materials. Any individual who engages in unlawful copyright infringement while utilizing Internet services or computer workstations or mobile devices at the Norfolk Library will be personally liable for any such infringement and may be permanently barred from using the network.

Inappropriate Network Usage

The computers, in-house mobile devices, circulation mobile devices, and Library network may not be used for inappropriate use or illegal activity:

- a. Attempting to disrupt network services or equipment.
- b. Changing network, computer, or mobile device settings.
- c. Accessing restricted data, including so-called "hacking."
- d. Harassing of other users or violating their privacy.
- e. Libeling, slandering, or maliciously offending other users.

- f. Violating software licensing agreements. Patrons may not use their own software on Library computers or mobile devices.
- g. Overusing system resources, such as bandwidth.
- h. Damaging equipment, software, or data that belongs to the Library or other users.
- i. Accessing, viewing, or disseminating child pornography.

The violation of these rules may result in either the temporary or permanent loss of computer privileges. The Library reserves the right to end any computer session at any time for any reason

Internet Filtering

In compliance with the Children’s Internet Protection Act (CIPA) [Pub. L. 106-554 and 47 USC 254(h)], the Library filters Internet data on all its computers and mobile devices, and all access to the Internet through its network to protect against access to obscene visual depictions, child pornography, and/or other material harmful to minors, as required by law.

The term “obscene” as defined in 18 USC Section 1460.

The term “child pornography” as defined in 18 USC Section 2256.

The term “harmful to minors” as defined in 47 USC Section 254 [G].

Filtering software is by its very nature imperfect. Therefore, the Library has chosen to employ the minimum level of filtering that will allow for CIPA compliance. This level of Internet filtering has been provided to the Library by the Connecticut Education Network.

The filter may unintentionally block sites that have legitimate research value and fail to block objectionable content. Library patrons should be aware that Internet filtering software installed for CIPA compliance should not substitute for individual judgment and/or parental involvement and oversight.

Education, Supervision, and Monitoring

Parents or caregivers are responsible for the Internet information selected and/or accessed by their children. The Library affirms and acknowledges the rights of parents and caregivers to monitor and determine their children’s access to Library materials and resources, including those available through the Internet. The Library recommends that parents/guardians monitor their children’s use of the Internet. See “Kids’ Rules for Online Safety” posted in the Children’s Room.