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## The Deep River Public Library

Policy Type:	<b>Operational</b>	Policy Number:	<b>OP-06</b>
Policy Title:	<b>Internet Use Policy</b>	Initial Policy Approval Date:	<b>December 14, 2006</b>
		Last Review/Revision Date:	<b>June 22, 2023</b>
		Year of Next Review:	

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Internet access is a core library service provided for free to ensure equitable access to online information, resources, and communication tools.

The internet also functions in an unregulated environment, and therefore provides access to a wide variety of resources over which the Deep River Public Library has no control. Users should be aware that online information may not be accurate nor secure. Users are responsible for evaluating information found online.

This policy establishes acceptable use of internet services, staff responsibilities, and consequences of inappropriate behavior or illegal activity by users.

### Section 1: Access to the Public Network

1. The library provides internet access through the library's networked desktop computers, tablets available for in-library use, and a wireless network which can be used with mobile devices.
2. Patrons do not need to be a member of the Deep River Public Library to use the computers or WIFI.
3. The library provides one computer at standing height to search the library's catalogue. The catalogue is also available on all desktop computers at seated height.
4. The library reserves the right to set time limits on the public computers if others are waiting.

### Section 2: Internet Filtering

1. The library does not use filtering software. It is the position of the Board that filtering technology is not effective in making the internet safer for children nor in preventing criminal activity.

### **Section 3: Use by Children**

1. Children may access all information and use all facilities provided by the library. Children's access to the internet is compatible with the Board's adherence to the principles of intellectual freedom.
2. Parents and guardians are responsible for their child's use of a library computer or internet connection. The Library Board accepts no responsibility for enforcing restrictions which a parent or guardian places on a child's use of the Internet.

### **Section 4: Acceptable Use of Technology in the Library**

1. Computers are located in public areas and are shared by library members of all ages, backgrounds, and sensibilities. Individuals must consider other library members when accessing or using any public or personal devices within the library. Staff reserve the right to redirect users whose online activities diminish the enjoyment of the library space by others.
2. Users should respect the privacy of other library patrons. However, library staff cannot guarantee privacy at the library workstations or when using personal mobile devices.
3. Users must respect the laws of Canada when using the public network. Use of the public network for illegal, actionable or criminal purposes is prohibited. Examples of such illegal activities include, but are not limited to, harassment or stalking, libel, illegal commerce or solicitation, "hacking" or tampering with other computer systems, viewing, downloading and/or printing child pornography. Users who violate the rules may have their library privileges suspended or be required to leave the library. Illegal use, within the definitions of federal or provincial legislation, will be reported to the police.
4. Users of the public network may not violate or circumvent copyright and other intellectual property rights and liability for infringement rests with the user. The Library Board shall follow fair dealing copyright principles and shall advise users of their legal responsibilities.
5. Users should use caution before providing personal information over the Internet. As the Internet is not a secure medium, third parties may be able to obtain information about users' activities. The library assumes no responsibility for internet content or damages, directly or indirectly, arising from its website, online services, or from its connections through to other Internet services.

6. Users may not modify, or otherwise willfully damage, the library's computer equipment, software, or network. Users are required to pay the repair or replacement costs for damaged devices.
7. To summarize the items contained in Section 4 of this policy, the library will post an "Acceptable Use Agreement" near the computers. Anyone not adhering to the 'Acceptable Use Agreement' will have their library privileges suspended and will be legally and financially responsible for damages.

### **Section 5: Library Responsibilities**

1. Assistance with computer and Internet applications will be freely provided given available staff time and expertise. Library staff may not complete online applications, registrations, or financial transactions on behalf of patrons, including the creation of passwords and security questions.
2. The library respects the right of users to privacy and confidentiality with regards to information sought or received and resources consulted, acquired, or transmitted.
3. The library does not take responsibility for the configuration, security, or files on personal devices resulting from connection to the library's network. The Board assumes no responsibility for the security and privacy of online transactions, as the Internet is not a secure medium and third parties may be able to obtain information about the user's activities. The library is not responsible for any damages sustained while using a personal device.

### **Related Documents:**

***OP-03 – Code of Conduct (Public)***

## **Acceptable Use Agreement**

By using the Library's computers and public internet network, you agree to the following:

- a) Be aware that different sensibilities may see your online activities on library or personal devices. Be respectful of sharing space.
- b) Users may not use the library Internet network to access, display, download, upload, print, forward, or e-mail materials considered as defamatory, discriminatory, obscene, or criminal in nature.
- c) Users may not violate or circumvent copyright and other intellectual property rights.
- d) Users may not misuse or abuse library computers or software.
- e) Users should keep personal files on external storage systems (such as a USB stick or in the Cloud). Any user-created files found on the library's computers will be removed.
- f) Users should not install any software on the library's computers or modify software installed by the library on the library's computers.

Users who are in the library but who are using their own electronic devices and using their own internet service, should also refrain from activities that disturb others in the library space.

Users who violate the rules may have their library privileges suspended or be required to leave the library. Illegal use, within the definitions of federal or provincial legislation, will be reported to the police.