Internet Access Policy	Board approved: February 20, 2020
Fond du Lac Public Library	Previous policy dated: June 19, 2014

Purpose Statement

The Fond du Lac Public Library provides access to the Internet as one means of fulfilling its mission to meet the cultural, educational, and recreational needs of all people. This policy was established by the Board to ensure appropriate use of Internet resources within the Library.

Responsibilities of Library Staff and Users

All Internet resources accessible through the Library are provided equally to all users, with the understanding that it is the individual's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using Library resources and facilities.

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 encouraged to discuss appropriate use of the Internet with their children and to supervise their children's Internet sessions. Parents/guardians may restrict minors under the age of 18 from using the Internet in the Library by filling out an Internet Access Restriction form. The Library will provide its best efforts to enforce the restriction requested, however we cannot guarantee absolute compliance with the restriction by the child.

To help ensure children's safety parents/guardians should review the library's *Internet, email, and chat guidelines for parents and children* with their children. (See below)

Parents and children are encouraged to access the Kids Page on the Library's home page. There they will find sites for children selected by Library staff.

Library employees are authorized to take prompt and appropriate actions to enforce the Internet Use and Safety Policy and to prohibit use by persons who fail to comply with the policies as stated or implied herein.

Disclaimers

While the Library endeavors to provide access to information of the highest quality, not all sources on the Internet are accurate, up-to-date, or complete. The Library assumes responsibility only for the information provided on its home page.

The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service.

Filtering software has been installed on the Library's Internet workstations. Filtering software is not foolproof. It lessens the likelihood that users will inadvertently retrieve text or images that

they may find offensive, but does not eliminate that possibility. The Library will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.

Since software and information downloaded from any source, including the Internet, may contain computer viruses, users are advised to utilize virus checking software on their home computers. The Library is not responsible for damage to user's data storage devices or computers or for any loss of data, damage or liability that may occur from use of the Library's computers.

Wireless Access

Customers may access the Internet using their own computers utilizing a wireless network. Such access is not filtered, however users are expected to comply with the same access guidelines as customers who use library equipment. (See *Use of Internet Computers* below.)

Staff may not configure equipment for a customer. The library will attempt to provide wireless access using equipment compatible with the majority of wireless access cards found in laptop computers. Because computer technology is always changing, not all wireless access cards will be compatible with library equipment. Wireless users will be directed to the computer vendor or repair shop of their choice to configure or upgrade their equipment.

In order to print material, users may download to a data storage device and sign-in on a library workstation to access a printer. Users will be charged for each sheet produced at the current rate regardless of whether or not the user decides they actually need the information.

Wireless users, and those plugging into a designated network port, agree to access the Internet at their own risk. The library cannot be held responsible for damage to a personal computer resulting from a virus or any malfunction of the network. The library strongly urges those accessing the Internet to load anti virus software onto their computers and keep it up to date. The wireless (personal) network offers no virus protection other than what is loaded onto the user's personal computer. The library is not responsible for the content of websites or Email accessed through the library network.

Use of Internet Computers

1. A valid library card issued by Fond du Lac Public Library, a guest pass, or a card from another member of the Winnefox Library system is required to use a public computer at the Fond du Lac Library. The staff may suspend the computer use privileges of anyone found using someone else's library card to access a computer. Suspensions may range from one day to one month in the case of repeat offenders. The Library Director may suspend computer use privileges for one year in severe cases after first issuing a warning letter. Privileges may also be suspended for those knowingly lending a library card to someone so that they may circumvent the system.

2. Unacceptable use of the Internet includes, but is not limited to:

- Using the Internet for illegal or unethical purposes - Internet resources are to be used for educational, informational and recreational purposes only.

- Using the Internet to send, receive, or display text/graphics that may reasonably be construed by Library staff as offensive to the public or harmful to minors as defined by Federal and State statute.

- Using the Internet to cause harm to others or damage to their property such as uploading a virus or participating in "hacking" activities or any form of unauthorized access to other computers and networks.

- Using the Internet to jeopardize the security of the computer network or other networks on the Internet such as using one's own software programs on the Library's computers, altering the computer settings, or damaging computer equipment or software.

- Using the Internet computers to compromise the safety and security of users including minors when using e-mail, chat rooms and other forms of direct electronic communications such as a minor giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has "met" on the Internet without a parent's permission.

3. Internet computers may not be used to violate confidentiality of information: The Wisconsin Public Library Records Law (Wisconsin State Statute 43.30) prohibits unauthorized disclosure of personal information regarding Library users, including minors. Personally identifiable information about users may not be disclosed or used in any way, except to law enforcement authorities as provided in the law.

4. Users should respect the privacy of other users, and refrain from attempting to view or read material being used by others.

5. Use of the Internet computers is on a first-come, first served basis.

6. Funds must be added to the user's card in order to print.

7. Computers in the Children's Department are for use by children under the age of 13. Adults may not use Children's Department computers unless they are assisting a child in using their work.

8. Computers in the Adult Department are for users 13 years or older.

Compliance with Copyright Law

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of 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. Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.

Response to Misuse

While respecting individual users' right to privacy, Library staff reserves the right to monitor use of Internet workstations to ensure compliance with this policy. When Library employees believe that the user has failed to comply with this policy, they are authorized to terminate any user's session. Failure to comply with the Internet Acceptable Use Policy will result in one warning followed by permanent suspension of Internet use. When deemed appropriate by the Library Director, reports of unacceptable use shall be forwarded to the Police Department or other appropriate law enforcement agency. In event of inappropriate use by a minor, Library staff will notify the child's parent/guardian.

Library users with delinquent accounts may be prohibited from using the Internet.

Cyber-bullying

Cyber-bullying is the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes such emotional distress to an individual as to substantially disrupt or interfere with the operation of the Library or an individual patron's ability to use the Library and its materials and/or services.

Cyber-bullying includes, but is not limited to, harassing, teasing, intimidating, threatening, or terrorizing another Library patron or staff member by way of any technological tool, such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal web sites, blogs, and online social media sites.

Examples of cyber-bullying include, but are not limited to: posting slurs or rumors or other disparaging remarks about a Library patron or staff member on a web site or on a web blog; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of victim; posting misleading or fake photographs of the victim on web sites.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the functions of the Library, offenders shall be subject to actions described in the "Response to Misuse" section of the policy.

Internet, email and chat guidelines for parents and children

1. The Internet is an uncontrolled public forum. Anyone can and does say whatever they want. Information found on the Internet may be outdated, inaccurate, incomplete, or wrong.

2. Do not send email to a stranger without checking with a parent/guardian.

3. Not everyone you meet through email or chat is who and what they say they are. Sometimes adults pretend to be kids.

4. Do not give out your home address, phone number, school, grade, or age without first checking with a parent/guardian. It's not a good idea to give out too much identifying information to someone you haven't met in person.

5. Never agree to meet someone you've met online without having a parent/ guardian present. Never meet someone you've met online in a private place.

6. Do not send money or credit card information to someone you've met online. If a person is in trouble or needs help there are places for him or her to receive help in his or her community.

7. If someone says something that makes you eel uncomfortable or unsafe, let a parent or guardian know. Do not respond t the email or try to handle the situation alone.

8. Report any threats to a parent or guardian immediately.

9. Do not pretend to be someone you are not.