Policy

(*This policy combines former policies "Use of Public Computers E-1" and "Use of Wireless Access E-2"***)**

It is the policy of the Burk's Falls, Armour & Ryerson Union Public Library to provide open access to ideas and information on the Internet to meet the cultural, informational, recreational, educational and business needs of our patrons. The Library Board acknowledges the former funding provided by the federal government (Industry Canada) under the Community Access Program which has made this possible.

The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Not all Internet sources provide accurate, complete, age-appropriate or current information. It is the user's responsibility to assess the validity of information. The Library assumes no responsibility for information found on the Internet that may be considered erroneous, controversial, out of date or offensive, nor does it guarantee the functions of the computer systems to be error-free or uninterrupted.

Procedures

1. As with most public wireless "hot spots," the Library's wireless connection **is not secure**. Information sent to or from the public computer could be intercepted by anyone else with a wireless device and the appropriate software. The Library recommends that credit card information, passwords and any other sensitive personal information not be transmitted while using the wireless network. If you are choosing to access any personal accounts, including e-mail, from the public computers, ensure that you sign out of those accounts before leaving the workstation.

2. Workstations

   Patrons must agree not to intentionally access sites or material that are pornographic in nature and/or of a degrading or dehumanizing nature, such as accessing sexually explicit messages or materials, cartoons or jokes of a sexual, racial or ethnic nature, unwelcome propositions, ethnic or racial slurs or any other message that can be construed to be harassment or otherwise offensive. This will lead to disciplinary action up to and including prohibition from computer

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use. Patrons must not download or transmit information or software in violation of copyright laws.

- a) The Library assumes no responsibility for lost or stolen property left unattended at a workstation.
- b) Computer workstations are available for 1 hour per person per day.
- c) Users must print their full name in the logbook along with the time and the computer being used. At the end of their session, users must sign out by noting in the logbook the time they are leaving the computers.
- d) Only 2 people at a workstation at any time.
- **e)** No food or drink is permitted at the workstations.
- f) Printing and scanning of information are available at a cost. Please refer to the current price list posted above the workstations.

3. Responsibilities of Persons Using Public Computers

All persons who have access to Library computers must agree to abide by the policies and Library practices governing the use of that equipment

- a) Persons using the computers agree to using resources for educational, recreational or informational purposes and not for unauthorized, illegal or unethical purposes.
- b) Persons using the computers agree to respect the privacy of others using the workstations and not interfere with their use.
- c) Persons using the computers respect the time limits for using the computer and yielding to the next user.
- d) Users may not use their own software **programs** on the computers.

4. Use of computers by Children and Youth

Burk's Falls, Armour & Ryerson Union Public Library acknowledges the concerns that parents may have about potential harm to their children when they are exposed to pornographic, criminal, obscene or hate material on the Internet. In order to address these concerns, the following procedures are to be followed:

Children under 10 years of age must always be accompanied by a parent or legal guardian at the computer workstations. Parents or legal guardians are expected to provide guidance in the use of

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the Internet by their children. Any restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.

  a) Youth between the ages of 10 and 15 require parental permission to use the Library computers.

5. Prohibited Practices

Violations of this policy will result in access being terminated and may result in computer privileges being revoked permanently.

 Violations include, but are not limited to the following:

  a) Using the Internet to access, display, download, upload, print, forward or e-mail material with pornographic, obscene, criminal or hate literature content.
  b) Subverting or attempting to subvert security devices in either software or hardware format on the workstations or the Internet or seeking unauthorized access to any computer system.
  c) Attempting to modify or gain access to files, passwords or data belonging to others, seeking unauthorized access to any computer system or damaging or altering software components of any network or database.
  d) Attempting to modify, vandalize or steal Library property.

Use of Wireless Access

1. By choosing to use the library's free wireless service, patrons agree to abide by this policy. All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Users should not violate federal, provincial or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

2. Seating is provided for patrons at the Board table.

3. Access is limited to 2 hours per day per user, with a maximum of four laptops accessing the wireless service at any one time. Passwords will be changed regularly.

4. Library staff will provide general information on the settings and current password necessary to access the Internet via this connection, but are not responsible for any changes users make to their computer settings and cannot guarantee that a user's hardware will work with the library's wireless connection. Generally, library staff cannot assist users in configuring their equipment or troubleshooting problems. Users should refer to their owner's manuals or other support

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services offered by their computer manufacturer. On occasion, the Youth Intern at CAS Program will be available for assistance.

5. As with most public wireless "hot spots," the Library's wireless connection is not secure. Information sent to or from your notebook/laptop computer could be intercepted by anyone else with a wireless device and the appropriate software. The Library recommends that credit card information, passwords and any other sensitive personal information not be transmitted while using the wireless network.

6. The Library assumes no responsibility for the safety of equipment or for device configurations, security, or data files resulting from connection to the Library's network or the Internet, nor liability for any damages to hardware, software or data, howsoever caused.

7. Laptops and other devices should never be left unattended in the library, even for brief periods of time. The library assumes no responsibility for damage, theft or loss of any kind to a user's hardware, software, data files or other personal property brought into or used at the Library's facilities.

8. Currently, printers are not available via the wireless connection. If users need to print, they should save their work to a portable storage device or wait to print a document on a home printer. An alternative is to e-mail files to themselves, then login to a wired library workstation and send documents to the public printer.

9. The library's wireless network is subject to periodic maintenance and unforeseen downtime.