

## Jasper County Public Library Internet Use and Safety Policy

Jasper County Public Library (JCPL) multi-use computers provide access to the internet, digital information, online catalog and Microsoft Office software.

The internet contains a wide variety of material and opinions. Some websites contain material that may be inaccurate, defamatory, illegal or offensive to some people. Users are responsible for determining that the information they access is reliable and suited to their needs.

Staff are available to guide patrons in finding reliable information on the internet. JCPL has no control over material residing on the internet and specifically denies any responsibility for the accuracy or quality of information obtained there.

To access the internet via a library computer, users must sign-in at a multi-use workstation with their own library card or a guest pass. Adults and children, ages 16 and under with a signed permission slip, are eligible for a guest pass.

**Privacy/confidentiality:** The library cannot guarantee the confidentiality of personal information transmitted over the internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the internet. Parents should instruct their children regarding safety and security when using electronic mail, social networking websites, chat rooms, and other forms of direct electronic communication and NEVER to give out personal information (name, address, phone number, etc.) online.

**Children and the Internet:** Children ages 16 and under must have parental permission to use the internet or view materials on the internet. Parents of minors should be aware of the existence of material which they might consider inappropriate for their children and should educate their children to be responsible internet users. Even though an internet filter is active on library-owned internet computers, parents should realize a filter is only partially effective and monitor their children's use of the internet. The Library staff cannot determine what a parent will consider appropriate for his/her child. As a part of its Internet Use and Safety Policy, the Library highly recommends that parents visit [connectsafely.org](http://connectsafely.org) for parent guides and other information on children and online safety. The library strongly recommends that parents use the internet access services provided by the library with their children and that the parents provide appropriate supervision. **A signed permission slip is required for children who will use the internet independently. A signed permission slip is not required for children who are seated at an internet computer with their parent/guardian.**

Online catalog computers give access through the internet to INSPIRE and other online databases and should only be used for those purposes. Branches with Genealogy computers allow access to the internet for genealogical research. Genealogy computers/printers/scanners are accessible to all patrons 9<sup>th</sup> grade and older. Parental consent is not required for minors.

**Individuals Using Their Own Equipment:** Wireless internet access is available at all JCPL locations. Patrons are welcome to bring wireless devices into each of our branches, however, technical support is not available for personal devices. **Individuals using their own equipment remain subject to the terms of this policy. Patrons need to be aware that wireless networks are inherently insecure and it is strongly recommended that they secure their devices.**

**Rules for Usage:** JCPL has the right to set and enforce rules concerning the use of the internet and to change those rules at any time, without notice. The Library may limit available bandwidth in order to ensure a minimum standard of service to all users. All users, regardless of age, are expected to abide by the following rules:

1. Some material on the internet is abusive, profane, sexually-oriented or illegal. Accessing these materials from library computers is inappropriate and prohibited. Examples of inappropriate conduct include, but are not limited to:
  - use of the internet for illegal purposes
  - use of the internet to send or display sexually explicit or sexually suggestive materials
  - use of the internet to send unsolicited commercial material or spam
  - engaging in harassing behavior such as sending or posting slanderous, sexual, threatening or patently offensive messages
  - activities that could interfere with or disrupt computer users, services, or equipment
2. It is the responsibility of the users to abide by copyright restrictions and licensing agreements. All communications and information accessible via the internet should be assumed to be private property.
3. Because the library receives Federal funding for our internet access, Federal law requires that we filter our library computers to protect against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to use of computers with internet access by minors – harmful to minors. "Minor" is defined as any individual who is under the age of 17. Parents may not authorize filter disabling for their children. Those individuals 17 and over may request that the filter be disabled for their own personal use. The library will not override websites identified as having Malicious Downloads, Malicious Sites, Spyware/Adware/Keyloggers.
4. Because the library is a public place, staff members have the authority to end an internet session when the Internet Use and Safety Policy is violated. Internet access rights may be suspended or revoked by the JCPL staff at any time, without prior notice, for violation of the conditions of use set forth in this document. JCPL will be the sole arbiter of what constitutes abusive conduct or violation of the JCPL Internet Use and Safety Policy.
5. Use of the internet by both patrons and staff may be monitored.
6. The Library reserves the right to limit the amount of time users may spend online.
7. In consideration for the privilege of using JCPL's internet access, users hereby release and hold harmless JCPL from any and all claims of any nature arising from their use, or inability to use, the internet.
8. Jasper County Public Library wireless internet is intended for use on library property. Piggybacking on library wi-fi is prohibited.
9. Internet users may not attempt unauthorized access, including "hacking" and other unlawful activities.

### **Internet Use Policy (for employees)**

The Internet Use and Safety Policy, as stated above, applies to both patrons and employees.

The following additional provisions apply specifically to employees.

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by JCPL. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment. Employees are encouraged to establish and use a non-work email address for personal correspondence.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring purposes.

Employees violating library policy with regard to use of workplace technology will be disciplined.

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