

Computer Use and Internet Safety Policy

Mission Statement

The Wayland Free Library offers public access to all patrons as part of its mission to provide information of all types in a wide range of formats to meet its goal of “enriching quality of life by providing educational, recreational, aesthetic and information resources,” including the Internet.

Introduction:

The Southern Tier Library System assists the Wayland Free Library in providing Internet access and connects the library to the regional integrated library system for resource sharing. The Internet is a global electronic network, and its resources contain a wide variety of material and opinions. The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Currently, however, it is an unregulated medium. The library cannot warranty the timeliness, accuracy or validity of the information, availability of links, or regulate the materials some may find offensive. The Wayland Free Library does not monitor and has no control over the information viewed through the Internet and cannot be responsible for its content.

It is the policy of the Wayland Free Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail , or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub.L. 106-554 and 47 USC 254(h)].

Privacy:

The contents of the Southern Tier Library System wide- area network and integrated library system are confidential; unauthorized users are prohibited from attempting to gain access to the network or stored information. The library uses firewall equipment, software, and other means to protect the confidentiality of library records as required in New York law. In addition records are maintained only as long as needed to conduct library business. However, it is not possible to guarantee privacy of information stored on network servers or information and communication, including e-mail that travels across the wide-area network.

Evaluating Internet Resources:

In an effort to assist users, the library web site has links to Internet resources for the general population, for teens, and for children to help them find web sites that are accurate, complete, and current. The Library offers training for patrons to assist them in using the Internet in a safe and effective manner.

Internet Filtering:

All networked Internet enabled library computers are filtered using SmartFilter Bess. This filtering system will, at a minimum, block access to the three categories of visual depictions specified by the Federal Children’s Internet Protection Act- visual depictions of material deemed child pornography, obscene, or any material deemed harmful to minors. Children’s computers are filtered to a higher level to include STLS blocking of such categories as anonymizers, criminal skills, extreme, malicious sites, phishing, and spyware. The filtering mechanism may be disabled for adults age 17 or older for bona fide research or other lawful purposed on request in a reasonable time and, if appropriate, made less restrictive for minors with parental supervision. Also keep in mind that no filtering system is 100% effective. A filter may allow objectionable information to be accessed. It is the responsibility of parents or legal guardians to monitor the Internet use of their minor children.

Access by minors:

Parents are encouraged to take an active role in their children's use of the Internet. The Wayland Free Library affirms the right and responsibility of parents and legal guardians to guide their children's use of all library resources, including the Internet.

Children under the age of 16 are restricted to the children's computers. Children in 6th grade and below will be supervised and/or monitored in their use of ANY computers in the library.

While the Wayland Free Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to materials and resources including those available through the Internet, the Library has taken certain measures designed to assist in the safe and effective use of these resources by all minors

1. To address the issue of access by minors to inappropriate material on the Internet the Wayland Free Library
 - Provides links to information on using the Internet safely
 - maintains a link to sites recommended by Southern Tier Library System
 - Parents should read Child Safety on the Information Highway and Teen Safety on the Information Highway available online from the National Center for Missing and Exploited Children for specific information and safety tips.
2. To address the issue of the safety and security of minors when using electronic mail and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the Wayland Free Library urges minors and their parents or guardians to keep in mind the following safety guidelines:
 - a. Never give out identifying information such as home address, school name, or telephone number.
 - b. Let parents or guardians decide whether personal family information such as age, marital status, or financial information should be revealed.
 - c. Never arrange a face-to-face meeting with someone via the computer without parent's or guardians' approval.
 - d. Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable. Tell a parent, guardian, or library staff member if you receive such a message.
 - e. Have parents or guardians report an incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
 - f. Remember that people online may not be who they say they are.
 - g. Remember that everything one reads may not be true.
 - h. Don't open e-mail, files or website pages sent to you by people or organizations they you don't know or trust.
3. To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors on line, minors and all other library users are hereby advised any unlawful is strictly prohibited.

Prohibited Library Activities:

Use of the Internet for activities that violate local, state or federal laws is **prohibited**. Any user of electronic Wayland Free Library services is strictly prohibited from any illegal activity or unlawful purpose, including but not limited to:

- a. Hacking
- b. Harassing or invading the privacy of other users.
- c. Attempting to degrade the network or disrupt its performance.
- d. Viewing pornography
- e. Using the network for commercial purposes.
- f. Sending "spam" or unsolicited advertising of any kind.

- g. Violating copyright law, including downloading copyrighted works without authorization by the copyright owner or licensing agreements.
- h. Committing fraud.
- i. Using chat rooms and online gaming.

Failure of any patron to honor the rules may result in revocation of computer privileges.

Computer User Responsibility and Rules for Use:

In providing public access to electronic resources, the Wayland Free Library is guided by the following American Library Association statements on access to information:

- * Library Bill of Rights
- * Freedom to Read Statement
- * Freedom to View Statements
- * Free Access to Libraries
- * Interpretations of the Library Bill of Rights

Rules for Using Computer Stations:

- Users must sign in at the front desk before accessing the Internet.
- Use is limited to one hour per day for any individual unless given permission by staff to extend time
- Users must disconnect from the Internet at the end of their session, collect and pay for all printing. Printing cost is \$.25 per page
- Patrons wishing to download or save information may provide their own virus free storage device or purchase a flash drive from the circulation desk for \$10.00 each.
- Computer users must log off computers 15 minutes before closing

The Access by Minors section is based on the Suffolk Cooperative Library System and the Southern Tier Library System Internet Access Policy.

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Reviewed and amended – July 2013

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