

## **Internet Use and Safety Policy**

The Itasca Community Library (ICL), in accordance with its mission statement, provides resources in a wide variety of formats to meet the needs of the community it serves. The internet and other software on public access (or public use) computers are such resources.

ICL does not monitor internet use, has no control over the information accessed through the internet, and is not responsible for any internet content. ICL does not guarantee the accuracy, completeness, or credibility of any site. ICL uses filtering software on all public access computers. Filtering software does not guarantee the appropriateness of sites on the internet for any age group. Anyone age 17 or older who wishes to view a blocked site may request that staff disable the filtering software.

### **Guidelines for Internet Use**

To achieve an atmosphere conducive to the best use of its resources, ICL has developed the following rules regarding the use of public computers:

Users are prohibited from illegally using the internet, including, but not limited to, transmitting material that is unlawful, harassing, libelous, abusive, threatening, harmful, vulgar, obscene, or otherwise inappropriate.

ICL is not responsible for any commercial transactions conducted by patrons on library equipment.

ICL staff will assist patrons with internet use as time permits and in accordance with the ICL Reference Policy.

Users are responsible for respecting copyright laws and licensing agreements and for payment of fees for any fee-based service.

ICL does not protect users from information and images they may find offensive or disturbing.

ICL is not responsible for any damages, direct or indirect, which users may incur from their connection to and use of the internet.

Users may download files and other materials to their own personal storage device(s). ICL is not responsible for any loss or damage to personal storage devices.

ICL is not responsible for any information lost in the course of using public access computers. Computer shutdown is automated and cannot be delayed.

Users will wear headphones to listen to music or videos and to play games.

ICL prohibits the following activities:

- Use of ICL computers as a staging ground to gain unauthorized access to the library's networks or computer systems or to any other network or computer system.
- Use of computers that obstructs the work of others by consuming large amounts of system resources, such as bandwidth, or by deliberately crashing any library computer system.
- The display of any picture, image, graphic image file, or other visual depiction in violation of the Children's Internet Protection Act (see "Access by Minors" below).
- Attempts to damage computer equipment or software.
- Attempts to alter software configurations.
- Attempts to cause degradation of system performance.
- Use of library computers or the internet for illegal purposes.

ICL reserves the right to terminate an internet session at any time. Violations may result in suspension or loss of privileges according to the Patron Behavior Policy. Any illegal activity involving the use of ICL computers, including the internet, will be subject to prosecution by the appropriate authorities.

### **Confidentiality and Security of Electronic Information**

ICL abides by Illinois Statute 75 ILCS 70, "Library Records Confidentiality Act." The library is committed to protecting the confidentiality and privacy of its users to the greatest extent possible. However, users are primarily responsible for their own privacy and can take the following steps to protect themselves:

- Users should protect their passwords and PINS. Users should create passwords that are difficult to guess and change them regularly. This information should not be written down or shared with others.
- Users should be cautious about giving out personal information over the internet.
- Users should be aware that electronic transactions and files sent over the internet could become public.
- Log out of all accounts or lock the station before leaving a computer. Any information left on the screen is available to anyone that can access it.

### **Access by Minors**

Parents or legal guardians, not ICL staff, are solely responsible for deciding what resources, including but not limited to the internet, computers, and iPads, are appropriate for the minor(s) under their care.

Parents or legal guardians, not ICL staff, are solely responsible for ensuring that the minor(s) under their care abide by the rules set forth herein.

In compliance with the Children's Internet Protection Act (CIPA), ICL takes additional protection measures specific to the safety of minors who use the internet:

- ICL uses filtering software on all public access computers and its wireless network intended to protect children from accessing visual depictions which, in accordance with applicable laws, are obscene and/or child pornography and/or harmful to minors.
- For reference, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- ICL encourages parents or legal guardians to decide if accessing and using electronic email, chat rooms, and other forms of direct electronic communications is appropriate for the minor(s) under their care.
- ICL encourages parents or legal guardians to educate the minor(s) under their care in best practices for safely communicating with others through internet resources.
- ICL prohibits all users from using public access computers or the wireless network to engage in illegal activities, including but not limited to hacking.
- ICL prohibits the unauthorized disclosure, use, and dissemination of personal information regarding minors, and encourages parents or legal guardians to warn the minor(s) under their care of the inherent dangers of disclosing or disseminating personally identifiable information, including but not limited to their home address, phone number(s), or the location of their school.

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