

POLICY

**SUBJECT: COMPUTER RESOURCES AND INTERNET
ACCEPTABLE USE POLICY**

APPROVED BY: Board of Library Trustees

APPROVAL DATE: October 22, 2020

EFFECTIVE DATE: October 22, 2020

NEW () REVISED (X)

Purpose

The Allen County Public Library (ACPL) provides access to computers and a broad range of electronic resources including those available through the Internet as part of our mission to “Enrich the community through lifelong learning and discovery”.

Scope

The ACPL provides free, self-service public access to the Internet, many electronic databases, Microsoft Office and other software applications at all branches through an electronic computer reservation system. All locations also offer free WiFi access. This policy is applicable to all users utilizing a library computer or accessing the Internet over the library’s network infrastructure (wired or wireless).

Policy

The Internet contains a wide variety of information and opinions from many points of view. Some information may be educational and culturally enriching while other information may be factually inaccurate, illegal, or potentially offensive to some people. Library users are encouraged to ask a librarian to assist in finding the best sources for research.

In order to ensure a positive experience for everyone the Library requires that all library users’, including staff, shall:

- Abide by all local, state and federal laws, rules and regulations including, but not limited to, copyright laws, privacy laws, laws related to the unauthorized access or tampering with computers or computer systems or networks, and the Children’s Internet Protection Act (CIPA).
- Refrain from accessing, viewing, or printing pornographic visual materials or content that by contemporary standards would be considered obscene.
- Respect the configuration of computer equipment at the Library. Downloading or installing nonstandard software programs is prohibited.
- Respect the security of the network.
- Respect another person’s or party’s privacy.

In accordance with the requirements of CIPA, the Library employs the use of an Internet filter to guard against accessing, inadvertently or otherwise, Internet content that is obscene, child pornography, or harmful to minors. However, no filter can protect against all such content; consequently, parents or others accompanying minors should supervise library Internet usage by minors. Filters may falsely block material that is appropriate or they may fail to block access to objectionable material. In order to allow use of the Internet for bona fide research or other lawful purposes, the Library may turn off the filter at a public computer upon the request of an adult customer.

Internet Safety for Minors

The ACPL supports the right for each family to decide what is appropriate Internet use for their children. The Library's goal is for minors to have safe online experiences and prevent their exposure to harmful or inappropriate material. The Library encourages parents or legal guardians to be involved in their children's Internet use and to talk with them about online safety, including the following guidelines:

- Refrain from unauthorized access, including "hacking" and other unlawful access to data and networks
- Protect private/personal information (e.g. address, age, social security number, passwords, etc) by not sharing it
- Follow guidelines for acceptable use of electronic resources, including e-mail and social media, etc.
- Avoid websites you consider unsuitable

Policy Management

The ACPL is not responsible for the content on the Internet and assumes no responsibility for any damages, direct or indirect, arising from use of its connections to Internet services. In consideration of the Library providing customers with access to the Internet, customers agree to hold the Library harmless and agree to indemnify the Library for any and all liability resulting from the library users' use thereof.

This policy is implemented by a separate set of operating procedures. Library users who violate the Computer Resources and Internet Acceptable Use policy may be subject to the suspension of their Library privileges, be excluded from the Library and/or may face legal action.