



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

### **Internet Safety and Computer Use Policy**

The New Castle-Henry County Public Library provides access to computer equipment, programs, databases and the Internet for use by the public. All users of the Library's computer resources are expected to use these resources in accordance with the Computer Use Policy and only for legal purposes. Failure to abide by these standards may result in the loss of Internet, computer and Library privileges. Computer/Internet users must abide by all state and federal laws including, but not limited to, copyright laws, privacy laws, laws related to the unauthorized access or tampering of computers or computer systems or networks, and the Children's Internet Protection Act (CIPA).

### **Internet Access**

The New Castle-Henry County Public Library offers access to the Internet at all public workstations. In addition to the useful and educational information available on the Internet, some sites may contain material that is inaccurate, defamatory, illegal or potentially offensive to some people. Adult users are responsible for determining that information they access is suitable to their needs and that it conforms to established Library policy. Parents, guardians, or caregivers are solely responsible for their children's use of and/or exposure to the Internet through the Library connection. The library assumes no liability for the performance or quality of any products purchased over the Internet, and cannot guarantee the confidentiality of personal or financial information transmitted over the Internet.

In accordance with the requirements of CIPA, all Library computers are equipped with technology protection that blocks or filters visual materials that are obscene, contain child pornography, or are harmful to minors. In an effort to protect Library equipment from malicious attacks, sites that are known to contain spyware and malware are also blocked.

No filter product guarantees to block all objectionable internet sites, and, as a result, the Board of Trustees does not guarantee total effectiveness of its filtering product. Likewise, filtering products may unintentionally block sites that have a legitimate research value and also fail to block all objectionable content. In order to allow use of the Internet for bona fide research or other lawful purposes, persons 17 years of age or older may request to have unfiled access for any lawful purpose that is not prohibited by the Library's criteria for acceptable use. The library may also unblock a particular website upon request after the library determines that the website does not contain obscene content, child pornography, or content deemed harmful to minors.

### **Use of Workstations**

Computers are available to all patrons on a first-come, first-served basis. The library reserves the right to limit access to public computers if other patrons are waiting for access to public computers. Only one person at a time may use a computer with the exception of parents or guardians who are with their children.

Users must log-in to the computer using their library card or guest pass. Patrons with long overdue/lost items or with fines/fees in excess of \$10 are not considered in good standing, however, they may convert their card to a Computer Use only card.

Henry County residents are encouraged to have their own NCHCPL card. Users who reside outside of the Library's service district may request the use of a guest pass.

Parents/Guardians of children age 17 years or under must sign a Computer Use Policy granting their child access to the library computers and Internet. The policy must be signed in the presence of the NCHCPL staff. Computer facilities in the Children's Department are reserved for children 6<sup>th</sup> grade and below.

Only program applications and hardware provided by the library may be used with the library equipment. Users are not permitted to delete or modify the installed hardware or software. Personal program applications may not be loaded onto library equipment. This includes programs and applications available for download from the Internet. Patrons needing to save files should provide their own portable storage device such as a USB flash drive or have access to cloud storage.

### **Unacceptable Use**

It is not acceptable to use the Library's computers or network for:

- Any purpose which violates U.S., state or local laws.
- Cyber bullying or harassment of other users/patrons.
- Transmitting threatening, obscene or harassing materials, including the use of profanity or offensive language.
- Intentional or unintentional disruption of network users, services or equipment, harm to other computer systems, including excessive bandwidth utilization.
- Tampering with computer and/or network security.
- Gaining or attempting to gain unauthorized access (hacking) to any computing, information or communications devices or resources.
- Destruction of or damage to equipment, software or data belonging to the Library or other users.
- Accessing Child Pornography.
- Unauthorized disclosure, use and dissemination of personal information.
- Copying, file sharing, downloading or distributing commercial software or other material (e.g. music) in violation of federal or international copyright laws.
- Accessing and exposing others in the computer lab to materials which by community standards and/or law could be interpreted to be obscene or harmful to minors.
- Any uses deemed inappropriate at the discretion of Library Administration.

### **Training and Instruction**

Library staff can provide very limited assistance for users accessing the Internet or utilizing the various applications on the workstations. Users are expected to have basic computer skills, including the ability to use a mouse. Whenever possible, staff will attempt to answer brief, basic questions.

Library staff will provide only basic assistance to wireless users. Staff will not troubleshoot or alter settings on individual laptops or other devices.

Revised March 15, 2010; November 21, 2011; January 22, 2018; August 20, 2018; January 27, 2020  
Reviewed January 28, 2013; January 27, 2014