

**INTERNET USE POLICY**  
*Prairie-River Library District*

**Preface**

The Prairie-River Library District is comprised of small-town libraries in Nez Perce, Idaho and Lewis counties and is a partner in the Valnet consortium, sharing resources and technology with libraries in north central Idaho and south east Washington. The purpose of the Prairie-River Library District is to provide appropriate materials, resources, and staff to meet the informational, educational, and recreational needs of the patron. Toward that end, the staff of the Prairie-River Library District will endeavor to provide prompt, friendly service with courtesy and respect to all.

**Introduction**

Public access to the Internet and online services has become an integral part of the Prairie-River Library District programs and services. The intent of this policy is to meet the provisions of the Children’s Internet Protection Act and Idaho Code 33-2741, as well as provide guidelines for patrons and staff regarding internet accessibility and online computer use. Patrons should be aware that some information found on the internet may be inaccurate, incomplete, dated, or offensive to some individuals. The Library strongly encourages patrons evaluate the validity and appropriateness of information found

It is the policy of Prairie-River Library District to:

- a) Prevent user access over its computer network to, or transmission of, inappropriate material via the internet and forms of 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. No. 106-554 and 47 USC 254(h)].

Developed under the direction of the Board of the Prairie-River Library District, this Internet Use Policy was discussed and adopted, following public notice required by Idaho code, during an open meeting of the Library Board on June 25, 2012. This policy supersedes all previous Internet Use Policy statements of the Prairie-River Library District and is effective on June 25, 2012.

This Policy document will be reviewed by the Prairie-River Library Board at least every three years.

**Legal Requirements**

The Prairie-River Library District Internet Use Policy complies with Idaho Code 33-2741 Public Library – Internet Use Policy Required and with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The Prairie-River Library District has in place a policy of internet safety for minors, including the operation of a technology protection measure, hereafter called “filtering software,” on any publicly accessible computer with Internet access that protects against access to visual depictions that are obscene, child pornography, or harmful to minors, as defined in Idaho Code 33-2741 and the Children’s

Internet Protection Act. The filtering software will be enforced to provide internet safety during any use of a computer by a minor.

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Library policy may also limit internet access or otherwise protect against materials other than the materials specified in Idaho statute.

Parents are responsible for providing guidance to their own children. The library accepts no responsibility for failures of the filter to block specific sites.

### **Access to Inappropriate Material**

Technology protection measures ("Internet Filters") shall be used to block or filter internet access (as well as other forms of electronic communications) to inappropriate information.

Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

### **Supervision and Monitoring**

It shall be the responsibility of Library staff to provide and maintain all computer workstations, including the online computer network and access to the internet in accordance with this policy and the Children's Internet Protection Act. Staff will not monitor an individual patron's internet use, except for length of use in order to ensure equal opportunity for access for everyone. The patron, or the parent of a minor, is responsible for his or her internet session at all times.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library Director or other staff designated by the Director.

The Library reserves the right to terminate an internet session which disrupts library services or that involves user behavior which violates the Library's policies. Parents are responsible for their minor children's use of all library resources and facilities. As with all other library resources, the Library affirms the right and responsibility of parents and/or legal guardians, not Library staff, to determine and monitor their minor children's use of the internet. (Minors are defined in this policy as children and young people under the age of 18 years.) Parents concerned with content their children may encounter when using the Library's internet access are requested to monitor their own children's internet use.

Library staff, with approval of the Director and within Board adopted policy, will develop rules and procedures necessary to ensure fair and reasonable use of computer workstations, including those with internet access.

## **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Prairie-River Library District online computer network when using electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- a) Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- b) Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **Access by Minors**

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the internet and inform them about materials they should not use. While the Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to library 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 minors.

To address the issue of access by minors to inappropriate material on the internet, including material that may be harmful to minors, see for example "Child Safety on the Information Highway" at <http://www.safekids.com/child-safety-on-the-information-highway/>.

## **General Rules and Guidelines**

The public must comply with all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the internet. To the extent practical, steps shall be taken to promote the safety and security of users of the Prairie-River Library District online computer network when using electronic communications.

Computers are available for free public use at all District libraries and are available on first come, first-served basis. Learning how to use the equipment and resources is the responsibility of the user. Library staff and volunteer help will attempt to assist patrons who wish it as time and circulation desk duties allow.

Due to the limited resources available for provision of public access to the internet, the Library reserves the right to limit the amount of time an individual user can use the computer. The Library also may set limits on use of large files of still or moving images or sound, or on downloading files in any medium.

Illegal or inappropriate use may result in loss of computer privileges. Examples of illegal or inappropriate uses include but are not limited to the following:

- 1) Attempting to bypass the security of the computers or local area network at the library, or of any other computer or network including the internet.

- 2) Attempting to intentionally introduce a "virus" or similar piece of code that may do damage to any data, computer, or networking device.
- 3) Attempting to alter or damage any software, operating systems, or configuration files.
- 4) Attempting to use unauthorized computer accounts, access codes, or network numbers.
- 5) Viewing illegal materials including obscenity and child pornography. Pursuant to provisions of Idaho Code 18-1515, it is unlawful to knowingly make available to a person under 18 years of age images or other material which is harmful to minors. All public areas of the library, including all public computer terminals, are open and available for use by minors.
- 6) Violations of another user's privacy.
- 7) Violations of copyright or other laws.
- 8) Attempting to use library information technology resources to harass, abuse, or threaten another person.
- 9) Users are subject to fines and penalties for any damage done to hardware, willful alteration of software, or files saved on hard drive.

### **Specific Rules for Use**

- 1) There is a charge for printing from the library computers. Printing from the wireless network, i.e., from a patron's own laptop or device, will not be supported.
- 2) Patrons may use their own portable storage device (CD, flash drive, etc.).
- 3) Headphone jacks are standard size and you may use your own headphones. Headphones are also available at the circulation desk.
- 4) Free wireless Internet access is provided to the public. Using this "Hot Spot," the public may connect to the Internet with a wireless laptop, PDA or other portable device from within the Library. The wireless connection is provided as-is. Library staff cannot offer technical support for establishing or maintaining a connection and the Library is not responsible for hardware or software damage, or for loss or theft of unattended equipment.

### **Confidentiality**

The Prairie-River Library District attempts to maintain patron confidentiality at all times involving the patron's individual legal use of electronic resources and services offered by the library but cannot guarantee the confidentiality of information used by a patron on the internet.

The Library assumes neither responsibility nor liability for any loss or damage incurred by anyone using the Library's computing resources, including any loss or harm incurred by a patron arising out of or associated with giving or receiving personal or financial information across the Library's network and the internet. Patrons are encouraged to log out of any sites when ending an internet session to protect personal information.

### **Implementation Requirements**

A notice of the availability of this Policy will be posted in a conspicuous place within the library and uploaded to the library website for all patrons to observe.

The Library Board has established procedures and guidelines to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. A notice of the availability of these procedures for public review will

be posted, as well as the policies made readily available to all staff members. Library staff will adhere to these procedures and guidelines to enforce the requirements of Idaho Code 33-2741 and the Children's Internet Protection Act.

Adoption date:	June 25, 2012
First review date:	May 28, 2013
Second review date:	July 29, 2015
Third review date:	September 28, 2015
Fourth review date:	June 27, 2016
Fifth review date:	January 29, 2019