

Wendell Library Internet Use and Safety Policy

The Wendell Free Library's access to the Internet provides library users with an opportunity to search for information on the Internet. The Internet is a global collection of national, regional and local computer networks capable of communicating with each other through a telecommunications network. The Internet is one powerful tool among many in the Library for finding information.

While Constitutionally -protected speech and information is available for access by all library patrons, the library must also be mindful and respectful of the rights of other patrons not to be inadvertently exposed to material and images the find personally unsuitable. The library's computers are in full view of the public and to that end Internet users are expected to respect the sensibilities of others when accessing potentially offensive information or images.

UNACCEPTABLE USE OF THE INTERNET (applies to laptop users and users of library computers)

Access to and use of the Internet in the Library is a privilege. Unacceptable use of the Library's electronic information resources, including the Internet, is prohibited and will result in loss of computer privileges. The following examples of inappropriate or illegal activities constitute **unacceptable** use:

- Using the Internet for illegal purposes
- Using the Internet in violation of Massachusetts General Law 272, Section 31, The Harmful to Minors Statute, which prohibits dissemination of material which is harmful to minors or which is obscene; or dissemination or possession of child pornography
- Deliberately displaying obscene images
- Disclosing, using or disseminating, personal identity information about minors
- Compromising the privacy of users
- Transmitting threatening, harassing or defamatory materials or messages
- Engaging in communications which are libelous, slanderous or bullying
- Committing fraud
- Violating copyright law or software licenses
- Developing computer programs which infiltrate a computer or computer systems and/or damage or alter the software components of a local or remote computer or computer system
- Transmitting chain mail, broadcast letters, or junk mail of any type
- Attempting to gain unauthorized access to the resources of the Library Internet Computers
- Destroying the integrity of computer-based information in the Library's Internet computers
- Disrupting the intended use of the Library's Internet Computers

EMAIL

The Wendell Free Library does not provide email accounts to users; however users with existing email accounts may access their accounts through the Library's Internet terminals. The Library does not accept responsibility for the privacy of possible cached (temporarily stored) messages left after such use.

FILTERING OR BLOCKING SOFTWARE The Wendell Free Library provides free, open and unfiltered access to the Internet. The Library adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights adopted by the American Library Association and, further, finds that filters often do not function as intended. The ALA Library Bill of Rights is attached as page 4.

PRIVACY In accordance with Massachusetts General Law, the Library respects a user's right to both confidentiality and privacy. Users are cautioned, however, that the Internet is not a secure medium. All transactions, files and communications, including the transmission of personal financial information on the use of its electronic resources by the public except as required by law. Unless there is a clear violation of this policy or the law, each user is requested to respect the privacy of other computer users.

MISUSE PENALTIES Violators of the Library's policies, including the Internet Use and Safety Policy and the Guidelines for Library Internet Use, may lose library privileges. Anyone discovered attempting to damage the Library's equipment or software, attempting to change files or reset configurations, or otherwise violating this Internet Use and Safety Policy, will immediately lose the right to use those resources. Violations of policies regarding acceptable use of computing resources will be dealt with in a serious and appropriate manner. Illegal acts involving the Library's computing resources may also be subject to prosecution by local, state, or federal authorities. Users are responsible for any damage to hardware, software or furniture.

OFFENSIVE AND DISRUPTIVE MATERIALS The Library strives to balance the rights of patrons to access all types of information resources with the rights of patrons and staff to work in a public setting free from disruptive sounds and visual materials. The library's computers are located in public areas, which are shared with library users and staff of all ages, backgrounds and sensibilities. Users are expected to consider this diversity and respect the sensibilities of others when accessing potentially offensive information or images.

USE OF THE INTERNET BY MINOR CHILDREN The Wendell Free Library provides people of all ages with materials to meet their informational, educational and recreational needs. The library affirms the right of parents to monitor their own minor children's use of the Library's electronic resources, including the Internet. Parents and guardians are responsible for monitoring their own minor children's use of the Internet and for deciding whether matter accessed by their minor children is appropriate or inappropriate. Parents and guardians are responsible for ensuring their own minor children's safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications.

The Library urges parents, legal guardians, and minors to keep in mind the following recommendations:

- Never give out identifying information such as home address, school name, or telephone number
- Decide Whether you want personal information such as age, marital status, or financial information revealed.
- Never allow your child to arrange a face-to-face meeting with someone via computer without your approval.
- Never respond to messages that are suggestive, obscene, threatening, or make you or your child uncomfortable.
- If you or your child become aware of the transmission of child pornography, report it to the National Center for Missing and Exploited Children at 1-800-843-5678.
- Remember that people online may not be who they say they are
- Remember that everything you read may not be true.
-

WAIVER OF RESPONSIBILITY The Library does not control or monitor material available on the Internet and cannot be held responsible for its content, authority, reliability, currency or use. The Library does not accept responsibility for the retaining possibly cached (temporarily stored) information about sites visited on the Internet or World Wide Web. The Board of Trustees of the Wendell Free Library, the Library staff, and the Town of Wendell are not liable for any negative consequences that may occur as a result of using the Library's Internet connection. It is the responsibility of each user to determine that information accessed electronically is appropriate for that user.

Guidelines for Library Internet Use

The Library has five computers with Internet access, two net books to be used on library grounds and one computer reserved for the public to look up items in the library catalog.

ACCESS All adults in good standing with the Library have access to the Library computers on a first come first serve basis. Minors using the Internet should be in accordance with USE OF THE INTERNET BY MINORS as described above.

NET BOOKS Two net books were purchased with non LSTA grant funds for the Teens and Tween Program. They are reserved for youth ages 10-19 on Tuesdays 3-5:30PM Sundays 2-5:30pm. They are available to all patrons for use at the library during all other library hours and must be signed out to patron by the staff.

TIME ALLOWED Internet computers are available for (30) minutes at a time with longer use allowed if no one else is waiting to use them.

CHAT ROOMS Entering or using chat rooms is not allowed

COSTS The user is responsible for any costs connected with Internet Use

POLICY users are responsible for understanding and adhering to the Internet Use and Safety Policy.

PRINTING Printouts are available from Internet access computers at a cost of \$0.10 per page. This is a printing charge and not a paper charge; this means double sided printing (using two sides of a single sheet of paper) will be charged as two copies.

RESERVATIONS FOR INTERNET COMPUTER USE Users may reserve up to one half hour of computer time, either in person or by phone. Users arriving more than five minutes late for their reserved time may forfeit their reservation if another person wishes to use the computer.