

# Clarence Public Library

## Internet Access and Safety Policy

Board Approved: 6/15/2023

### **Policy**

#### **Purpose**

The intent of the Clarence Public Library District is to provide access to the universe of information that meet the cultural, informational, recreational, and educational needs of our community. The Library offers public access to the Internet for the purposes of information gathering, research, and recreation.

#### **Resources**

The Library does not control any resources available through the Internet except for those on the Library's home page. The content and accuracy of information offered through the Internet is the responsibility of each originator/producer of information.

### **Responsibilities of User**

Clarence Public Library does not act in place of, or in the absence of, the parent and is not responsible for enforcing any restrictions that a parent or guardian may place on a minor's use of the internet. This is consistent with the policy for use of all library materials. Internet resources accessible through Clarence Public Library are provided to all library users. The Clarence Public Library *does* utilize standard filtering software; however, parents and guardians are responsible for the Internet information selected and/or accessed by their children. Parents are advised to monitor their children's Internet sessions.

## **Users may not:**

1. use any Library workstation for illegal or criminal purposes, including
  - a. violation of any local, state, or federal law
  - b. violation of U.S. Copyright Law (Title 17, U.S. Code) which prohibits the unauthorized reproduction of copyrighted materials, except as permitted by the principles of “fair use.”
2. use Library workstations to gain unauthorized access to the Library’s or any other organization’s networks or computer systems.
3. make any attempt to alter or damage computer hardware or software.
4. use Library workstations for gambling or inappropriate web page building.
5. install software or plug ins on Library computers.
6. download music from any web source to personal electronics.
7. copy software that is installed on Library computers.
8. use the network to make unauthorized entry into other computational, informational or communication services or resources.
9. distribute unsolicited advertising.
10. invade the privacy of others.
11. access, view or disseminate information using Library resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
12. engage in any activity that is harassing or defamatory.
13. engage in any activity that disrupts the normal operations of the network.
14. engage in any activity that causes disturbance in the Library.

Violations of this policy may result in loss of access and/or Clarence Public Library privileges. Unlawful activities will be dealt with in an appropriate manner.

User agree to INDEMNIFY AND HOLD HARMLESS the Library, its employees, and agents from any claim, demand, liability, cause of action, suit, judgment, or expense (including attorney’s fees) arising out of any use of the Library’s computer equipment, network, phone lines, wireless service, or Internet connection.

## **Internet Safety**

In accordance with the Neighborhood Children's Internet Protections Act (NCIPA) and Missouri State Statute (182.825 & 182.827) individuals, especially minors, accessing the Internet using Library computers should be advised of the following:

1. all users should be aware of the dangers of unauthorized disclosure, use, and dissemination of personal identification information regarding minors
2. all users should exercise care in the use of electronic mail, chat rooms, and other forms of direct electronic communications. The Clarence Public Library does allow minors on approved social websites. Contact library staff for approved sites.
3. the Library reserves the right to restrict minor's access to materials Library staff deems inappropriate to minors.

The Library encourages responsible and informed use of Internet Resources by minors:

1. parents/guardians must give permission for their minor children to use library computers by signing the minor's application for a Library card
2. the Library offers educational and other software for children

## **Disclaimer**

Clarence Library assumes no responsibility for any direct, indirect, or consequential damages arising from the use of its connection to Internet services or from the use of information obtained through this connection. It is not possible for the Library to apply the same selection criteria to information available on the Internet as it does to resources within the Library's collection. Therefore, the Library assumes no responsibility for resources available on the Internet.

Users are encouraged to exercise care in their selection of information resources on the Internet.

The Library cannot guarantee confidentiality or safety on the Internet.

The Library Staff are not trained computer technicians but will do all within their ability to help with computer problems. The Library or its staff is not responsible for any information lost during use of computers.

To address “the issue of the safety and security of minors when using electronic mail, other forms of direct electronic communications, as well as unauthorized disclosure, use and dissemination of personal identification information regarding minors,” Library staff urges parents and minors to follow these safety guidelines:

1. Parents should explain to their children the dangers of sharing personal information about themselves or others over the Internet.
2. Ask a parent or guardian for permission before giving out personal information such as your age, home address, school name, or telephone number.
3. Ask a parent or guardian to decide whether you should give out personal information such as their age, marital status, or financial information.
4. Tell a parent, guardian, or library staff member if anyone tries to arrange a face-to-face meeting with you over the library Internet computer.
5. Tell a parent, guardian or library staff member if someone writes you an electronic message on a library computer that is suggestive, obscene, threatening, or which make you feel uncomfortable in some way.
6. Ask that you and/or your parent(s) or guardian report any concerns about Internet use to library staff.
7. Remember that people online may not be who they say they are.
8. Remember that not everything you read on the Internet is true.