PUBLIC ACCESS COMPUTER AND INTERNET ACCEPTABLE USE/ SAFETY POLICY AND GUIDELINES

Whereas access to electronic information resources supports the mission of the Lawrenceburg Public Library District, public access to the Internet and to other electronic technologies is offered. This service responds to advances in technology and the changing needs of the community and upholds the spirit of free access to information. As with other electronic services offered by LPLD, the primary purpose is for research, informational, and recreational needs.

The Internet is a global network with a highly diverse population of users. In compliance with the Children’s Internet Protection Act (CIPA), LPLD employs filters on the Internet connections. The library can not monitor, nor maintain control over, nor otherwise censor the information available over the Internet through its public access stations. Individuals should be aware that it is possible to access material which they may find controversial, inappropriate or offensive. Users should also be aware that not all sources on the Internet are accurate, complete or current. As with other information resources offered by the library, parents, and only parents, are responsible for supervising their children’s access.

APPROPRIATE USE

The Internet makes available a wide variety of material, most of it useful and worthwhile, but some Internet sites are unsuitable for children and offensive to many adults. Unfortunately, the Library cannot filter out all such sites without also eliminating access to many good resources. The Library has no control over Internet information, and cautions parents and others that objectionable sites do exist, although they are not usually accessible except by deliberate choice on the part of the browser. Library policy prohibits the use of sites which may reasonably be construed as obscene, and individuals who access such sites may lose their internet privileges.

Users are expected to confine their Internet exploration and access to appropriate use. This LPLD policy prohibits use of a library computer to access obscene, pornographic or illegal materials. Use of a computer to harass others, to violate copyright laws, to obtain illegal copies, to modify data, to access passwords of other users, to misrepresent other users, or to disclose, use or disseminate personal information regarding minors is illegal and is prohibited.

Examples of inappropriate use include but are not limited to: writing and sending chain letters or spam mail, writing and sending harassing messages of any kind, unauthorized attempts to break
into any computer system anywhere, use of the Library’s public e-mail account for commercial purposes, any attempt to incur expense to the Library, misrepresentation of oneself or LPLD. The public is not permitted access to the library’s email account. Only web accessible e-mail is permitted. **Subscriptions to messenger services are not permitted.** Use of social networking web sites is at the discretion of the library technology staff in consultation with the Library Director. **Reasons for limiting or banning social networking sites include but are not limited to the amount of bandwidth required and the reputation of the site.**

Noncompliance with the LPLD Computer and Internet Policy and Guidelines for Access is considered inappropriate use. **Illegal** use of the Library’s computers will result in permanent revocation of an individual’s access privileges. **Inappropriate** use will result in the user’s privileges being revoked for a period of two months. A **second offense** will result in a six-month revocation period. The **third inappropriate use** will result in a permanent revocation of privileges.

Adults who need to access blocked sites may request a temporary Authorized Override password from the Circulation Desk or Lab Assistant; however the appropriate use policy remains in effect. Minors will not be issued Authorized Override passwords without parental consent.

**Wireless Network Access Policy**

LPLD provides public wireless access to the Internet for library customers to use with their own personal laptops, notebooks and other mobile devices. Due to the diverse types of personal devices LPLD is not able to offer technical support on all personal devices. The Library staff is able to provide only a minimal level of support to a customer’s personal computing devices. Staff is not permitted to make changes to a customer’s personal computers or the settings or configurations.

Users of the wireless network are subject to the appropriate use policy. Users need to be aware that wireless networks are inherently insecure. It is strongly recommended that those using their own computers install security measures. LPLD cannot guarantee the privacy or safety of data and communications while using either wired or wireless services; nor can the library be responsible for the loss of data.

**ACCESS BY MINORS**

LPLD endeavors to restrict minors’ access to materials harmful to minors. However the LPLD cannot guarantee that access to all inappropriate matter on the Internet will be blocked.

Due to concern for the safety and security of minors, the LPLD encourages caution when using electronic mail and other forms of electronic communication. Email accounts are not issued through the library district and chat rooms are prohibited. Parents/guardians should address Internet safety concerns with their minor children.

Minor children are required to use the computers in the Youth Services areas. Adults are not permitted to use the computers in Youth Services unless they are directly assisting a child. Parents or guardians wishing to have their child’s access monitored or limited must do so by accompanying their children during library visits.
Hacking and other unlawful activities by minors online will not be tolerated. Violations will result in suspension of computer use privileges.

No unauthorized disclosure, use, or dissemination of personal identification information regarding minors will be permitted.

**STAFF ASSISTANCE**

As with other resources and services, library staff will assist Internet users to the degree circumstances permit. The level of assistance at a given time may necessarily be limited due to the number of people using the library, the number of staff on duty and the expertise of the staff. If greater assistance is needed a tutoring session may be scheduled with specially trained staff at a mutually convenient time.

Lawrenceburg Public Library District including the Board of Trustees and employees cannot be held responsible or liable for inaccurate or offensive information or material, or for any expense incurred as a result of Internet use.

Lawrenceburg Public Library District reserves the right to amend this policy at any time deemed necessary. Changes as required by Federal or Indiana State Law will become effective immediately. As required by law IC 36-12-1-12 this policy shall be reviewed annually by the Board of Trustees.

The primary purpose of the Computer Lab is for workshops and training sessions. When not in use as a training lab, those computers may be used by the public for Internet access and other applications.

Users of the Library District’s wireless connections are bound by the same acceptable use policies and guideline when using personal equipment.

**GUIDELINES FOR ACCESS**

1. **A current LPLD library card is required** to log on to library computers. Nonresidents who do not wish to pay the library card fee can be issued a Computer Courtesy Card to fulfill this requirement. All users will be required to read the policy and agree to comply.

2. **The Public Access Computer Stations are normally available subject to periodic maintenance** during the regular library business hours. The Library reserves the right to close down stations at any time due to necessary maintenance and upgrades. Users should be aware that the library cannot be responsible for print jobs which are not completed prior to closing.

3. **Internet Access sessions are on a first come first served basis and are limited to 60 minutes of use** when others are waiting for a computer.
4. **Files may be printed or saved.** Printing fees are established by the vendor providing and owning the equipment. Customers may download information onto USB “thumb drives”; but no software may be loaded onto or downloaded from the Internet onto the Library’s computers.

5. **Personal software may not be used on the Library computer** nor may users make any changes in configuration or settings to the library’s computers.

6. Inappropriate use of an Internet Access Station will result in the user’s privilege being revoked as specified under the Appropriate Use section of this policy. **Inadvertent access of an inappropriate site must be reported immediately to library staff to avoid revocation of privilege.**

7. **LPLD cannot protect you from information you might find offensive.**

8. Not all sites on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information found.

10. Whenever possible LPLD endeavors to provide plug-ins or helper applications access to Internet sites. However, no guarantee can be made regarding availability of such applications.

11. Since the primary purpose of the electronic resources is for information and research, the Library reserves the right to limit access to social networking, gaming or other non-research oriented sites.

12. **LPLD is not responsible for lost, damaged, or unavailable information or data due to technical or other difficulties, nor is the library responsible for any material accessed through the Internet, which may be deemed inappropriate or offensive.**

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_Marita Cizek_  
Attested by Board Secretary