



PUBLIC INTERNET USE POLICY

Adopted June 28, 2022

Reviewed June 27, 2023

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. As with other electronic services offered by LPLD, the primary purpose is for research, education, informational, entertainment, 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 its Internet connections. The Library cannot monitor, maintain control over, or 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 are solely responsible for supervising their children’s access.

APPROPRIATE USE

Users are expected to confine their Internet exploration and access to appropriate use. This policy prohibits use of Library equipment and services to access **obscene, pornographic, or illegal materials**. Use of a computer to harass others, violate copyright laws, obtain illegal copies of material, modify data, access passwords of other users, misrepresent other users, or to disclose, use, or disseminate personal information regarding minors is illegal and is prohibited. Attempts to damage, sabotage, or “hack” Library computers is also prohibited.

Violation of Appropriate Use may result in loss of Internet use privileges. Noncompliance with the LPLD Computer and Internet Policy and Guidelines for Access is considered a violation.

- **Illegal** use of library computers will result in permanent revocation of a user’s access privileges, and when discovered will be turned over to appropriate authorities.
- **Inappropriate** use will result in the user’s privileges being revoked for a specified period of time.
 - A *first offense* will result in the user’s privileges being revoked for a period of two (2) months.
 - A *second offense* will result in the user’s privileges being revoked for a period of six (6) months.
 - A *third offense* will result in the user’s privileges being revoked permanently.

WIRELESS NETWORK ACCESS

LPLD provides wireless access to the Internet for library customers to use with their personal devices. LPLD staff are able to provide a minimal level of support and are not permitted to make changes to any customer's personal devices.

Users of LPLD's wireless networks are subject to the Appropriate Use policy. Users need to be aware that LPLD's wireless networks are unsecured and are therefore inherently insecure. Users are responsible for installing their own security and privacy 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 any loss or theft of data.

ACCESS BY MINORS

LPLD employs filtering software to restrict minors' access to harmful materials. However, 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, LPLD encourages caution when using any forms of electronic communication. Parents/guardians are responsible for addressing 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 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.

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 based on capacity and staffing. If greater assistance is needed, a tutoring session may be scheduled with specially trained staff at a mutually convenient time.

The Lawrenceburg Public Library District, its employees, and the Board of Trustees are not responsible or liable for inaccurate or offensive information or material, nor 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.

GUIDELINES FOR ACCESS

1. A current LPLD library card is recommended to log on to Library computers. Nonresidents who do

not wish to pay the library card fee can be issued a Computer Guest Pass. All users will be required to read this policy and agree to comply.

2. The Public Access Computer Stations are available during Library business hours. The Library reserves the right to close stations at any time due to maintenance, upgrades, or for Library programming and event needs. Users should be aware that the computers are programmed to shut down at 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.
4. Files may be printed or saved. Printing fees are established by the vendor providing and owning the equipment. Customers may download information onto personal USB Flash Drives. No software may be installed onto or downloaded from the Internet onto the Library's computers.
5. Personal software may not be used on Library computers nor may users make any changes in configuration or settings to Library 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 should be reported immediately to Library staff to avoid revocation of privilege.
7. Not all sites on the Internet provide accurate, complete, or current information. Users must exercise caution when judging the accuracy of information provided or validity of the source providing the information.
8. LPLD attempts to provide plug-ins required to access certain Internet sites whenever possible. However, no guarantee can be made regarding the availability of such applications.
9. 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.