



## PUBLIC INTERNET USE POLICY

Adopted June 28, 2022

Revised June 24, 2025

The Lawrenceburg Public Library District (LPLD) offers public access to the Internet and other electronic resources via personal computers and other internet devices (PCs) to support its mission and meet the needs of its users.

**To maintain compliance with the Children’s Internet Protection Act (CIPA), LPLD employs filters on its Internet connections. LPLD cannot monitor, maintain control over, or otherwise censor the information available over the Internet through its PCs. Individuals should be aware that it is possible to access material which they may find 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

Appropriate Use prohibits using LPLD PCs to access or display **obscene, pornographic, or illegal materials**. Use of PCs to harass others, violate copyright law, obtain illegal copies of materials, modify data, access passwords of other users, misrepresent other users, or disclose, use, or disseminate personal information of minors is illegal and is prohibited. Attempts to damage, sabotage, or gain unauthorized access to LPLD systems are also prohibited.

Any violation of the Appropriate Use section of this policy may result in loss of Internet access.

Noncompliance with any portion of the LPLD Public Internet Use Policy is considered a violation of Appropriate Use.

- **Illegal** use of LPLD PCs will result in permanent revocation of a user’s access privileges, and when discovered will be turned over to appropriate authorities.
- **Inappropriate** use of LPLD PCs 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 customers to use with their personal devices. Users of LPLD's wireless networks are subject to the Appropriate Use section of this policy. Users must be aware that LPLD's wireless networks are for public use and therefore not secure. Users are responsible for installing security and privacy measures on personal devices. LPLD cannot guarantee the privacy or safety of data and communications while using either wired or wireless services; nor can LPLD be responsible for any loss or theft of data due to use of services.

## **ACCESS BY MINORS**

LPLD employs filtering software to restrict minors' access to harmful materials. However, LPLD cannot guarantee that access to all inappropriate material will be blocked.

For the safety and security of minors, LPLD encourages caution when using any form of electronic communication. Parents/guardians are responsible for addressing Internet safety concerns with their minor children.

Children under the age of 18 may use publicly available PCs throughout the library provided that they are complying with the LPLD Customer Conduct Policy at all times. Parents or guardians wishing to have their child's access monitored or limited must do so by accompanying their children during visits.

Adults over the age of 18 may use Youth Service PCs only when they are assisting or accompanying a child.

## **STAFF ASSISTANCE**

LPLD staff will assist users with PCs to the degree circumstances permit based on capacity and staffing. If greater assistance is necessary, one-on-one tutoring sessions should be scheduled with specially trained staff at a mutually convenient time.

- *LPLD staff are able to provide a minimal level of support and are not permitted to make changes to any personal devices.*

LPLD, its employees, and the Board of Trustees are not responsible or liable for inaccurate or offensive information or material, nor for any expense incurred while using LPLD wired or wireless Internet connections.

LPLD reserves the right to amend this policy at any time. Changes 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**

- A current LPLD library card or guest pass may be used to log onto a PC. All users are required to read this policy and agree to comply with it.
- PCs are available during business hours. LPLD reserves the right to close PCs at any time due to maintenance, upgrades, or programming and event needs. Users should be aware that PCs are scheduled to shut down five minutes prior to closing.
- Adult PCs are available on a first come, first served basis, are limited to 60-minute sessions, and may be extended by LPLD staff based on availability.
  - Express Stations, located in the main atrium at the Lawrenceburg Public Library, are available in 15-minute increments and may be extended by LPLD staff based on availability.
- Youth Services PCs are limited to 30-minute sessions and may be extended by LPLD staff based on availability.
- Files may be printed or saved to personal storage. Patrons choosing to print may do so at the cost of \$.10 for black and white and \$.35 for color per page/side.
- Personal software may not be installed on LPLD PCs, nor may users make any changes in configuration or settings to LPLD PCs.
- Inappropriate use of LPLD PCs will result in the user's privilege being revoked as specified under the Appropriate Use section of this policy. Inadvertent access to inappropriate material should be reported immediately to LPLD staff to avoid revocation of privileges.
- 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.
- LPLD attempts to provide software and plug-ins required to access information whenever possible. However, no guarantee can be made regarding the availability of such applications.
- LPLD is not responsible for lost, damaged, or unavailable information or data due to technical issues or other difficulties, nor is the library responsible for any material accessed through the Internet which may be deemed inappropriate or offensive.