

Title	Computer, Internet, and WiFi Access
Prepared by	Policy Committee
Date Approved	Dec. 2007
Amendment Prepared by:	Liz Fager, Tory Konecny, Gina Leone April 2021 Liz Fager, Gina Leone February 2023
Date Amendment Approved:	11/01/2021; 2023 amendments pending approval

Purpose

The Mission of the Scott Township Public Library is directed towards the promotion of lifelong learning. As a part of that commitment, the Library provides the public with access to computers, the internet and wireless internet service (WiFi).

Internet and WiFi Access

Use of the Internet and WiFi at the Library is a privilege, not a right. Any violation of this policy is unethical and may constitute a criminal offense. Violations of these rules may result in the immediate suspension of user privileges and/or other penalties including appropriate legal action. The Internet is an unregulated medium in the USA, it may provide access to information that is inaccurate, illegal, and which may be offensive or disturbing. The Library cannot completely control a User's access to Internet resources. Access to the Internet is at the User's own risk.

WiFi is available to people with compatible devices. Device owners are responsible for configuring equipment for wireless service and accept the terms of use to access.

Filtering

The Children's Internet Protection Act (CIPA) is a federal law that requires all computers, in a public library, to be filtered if that library accepts any federal funds for Internet access or computers used for internet access (U.S. Supreme Court decision: United States v. American Library Association, Inc., 539 U.S. 194 (2003)). The Electronic Information Network (eiNetwork), the countywide consortium which provides the Library's Internet access, receives such funding, and therefore, the Library complies with the requirements of CIPA.

The Internet Service Provider (ISP) has installed filtering software or other technologies on the Library's computers with Internet access. Because such filtering software is not foolproof, it does not eliminate the possibility of seeing sexually explicit or other questionable material. Filters often block access to sites that Users would consider both inoffensive and useful.

Responsibilities of Library Staff and Users

The Library staff will not monitor a User's Internet use, except for the length of time, in order to ensure an equal opportunity for access by qualified Users. The User, or the Parent/Guardian whether present or not, of a minor User, is responsible for the Internet session at all times. A Minor is defined as anyone under the age of 18 years. As with all Library resources, the Library affirms the right and responsibility of parents/guardians, not the Library staff, to determine and monitor their minor's use of the Internet. Parents are responsible for their minor's use of all the Library's resources and facilities. The Library reserves the right to terminate an Internet session that disrupts library services, or that involves behavior that violates any Library policy.

Disclaimers

While the Library endeavors to provide access to resources of the highest quality, the Library specifically disclaims any warrant as to the accuracy, timeliness, authoritativeness, usefulness, or fitness for a particular purpose of any Internet resource. The Library will have no liability for direct, indirect, or consequential damages related to the use of information accessed through the Library's computers, internet, and/or WiFi access. Since software and information from any source, including the Internet, may contain computer viruses, Users are

advised to utilize virus protection software on outside devices. The Library is not responsible for damage to outside devices, or for any loss of data, damage, or liability that may occur from use of the Library's computers, internet, and/or WiFi access. Since the Internet is a vast worldwide network with very few limitations or restrictions, the Library is not responsible for any content, or for any information obtained on the Internet. The Library, having installed and enforced the operation of filtering software in compliance with CIPA, has no liability for damages related to the operation of, or failure of, the filtering technology or for its possible circumvention by users. Only parents and guardians can guide their children's use of the library and its resources.

Acceptable Use

- Hardware and software may not be modified or destroyed.
- Adding, deleting, or changing any files on the computer's hard drive(s) is prohibited. Users may not load personal programs onto the computer.
- Copyright or trademarks may protect information available through the Internet. Transmission of copyrighted, pornographic, or material violating any federal or state regulation is prohibited. The Internet contains offensive material. The ISP cannot block all material that may be offensive, therefore the Library cannot be responsible for such material or information accessed.
- Any attempt to harm or destroy data is prohibited. This includes the creation and the distribution of computer viruses and spyware.

User Responsibilities

- The Library computers are available on a first come, first served basis. Users must adhere to posted process for computer use, including appointment expectations and time limits. To make computers available to as many people as possible, patrons may be limited to total usage per day.
- Users may save files to removable media, as permitted by the configuration of the computer hardware and software. Users should plan to provide their own pre-formatted media.
- Printing on plain paper is permitted, but special paper or forms cannot be accommodated. The price per page is posted at the Circulation Desk and by the copy / printer / scanner. Users must pay for print jobs prior to receiving them.
- Patrons are responsible for complying with copyright laws and licensing agreements. Library staff will not monitor and/or advise patrons on copyright laws and licensing agreements.
- Patrons are responsible for paying any fee-based service charges and for securing wireless devices from physical theft.

Response to Violations

The User's access to the Library's computers and the Internet is a privilege, not a right. Failure to comply with this policy will result in the forfeiture of the User's right to use the Library's computers. A User violates this policy by his or her own action. Any misuse of computer equipment, attempts to harm data or networks, inappropriate sharing of account information or passwords, attempts to circumvent normal login procedure, bypass internet filter or other irresponsible usage may result in the immediate suspension of user privileges and, where applicable, criminal prosecution. The User and/or Parent/Guardian of minor will be responsible for any misuse and/or monetary damages resulting from such acts. Further, the ability to post (including storage) or link to copyrighted material is governed by United States copyright law. The Library reserves the right to delete or disable access to any post or link if, in its judgement, the post or link involves violation of copyright law. Repeat infringers of copyright law may lose computer and/or library privileges.

Prohibited Uses That Violate The Law Or Encourage Others To Violate The Law

- It is a felony offense in Pennsylvania "to display or cause to display any explicit sexual material on any viewing screen in such manner that the display is visible in any establishment where minors, as part of the general public, may be exposed to view all or any part of such materials." (Title 18 Penna. Crime Code - Sect. 5903). Therefore, viewing of such materials in the Library is not permitted. Violation of this provision will result in the immediate termination of all computer privileges.
- Sending, receiving, or viewing pornographic materials, or materials that encourage the violation of law, or material that is harmful to minors. The term "harmful to minors" is defined by the Communications

Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated, normal or perverted sexual acts, or a lewd exhibition of the genitals.
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.]
- Transmitting or posting offensive or harassing messages.
- Offering any substance for sale or use, the possession or use of which is prohibited by law.
- Sending or receiving confidential, trade secret, or copyrighted materials. Users should assume that all materials are copyright protected unless there is explicit permission on the materials to use them.

Prohibited Uses That Cause Harm To Others, Or Damage To Their Property

- Engaging in defamation (harming another's reputation by untruths).
- Transmitting a worm, virus, "Trojan horse," or other harmful form of programming or vandalism.
- Participating in "hacking" activities, or any form of unauthorized access to other computers, networks, or information systems.

Prohibited Uses That Jeopardize The Security Of The Computers Or The Internet

- Disclosing or sharing any User's password with others.
- Impersonating another User.
- Using one's own software programs on the Library's computers.
- Altering the Library's computer settings.
- Damaging or modifying computer hardware or software.

Prohibited Uses That Compromise The Safety Or Security Of Minors:

- Giving others private information about one's self or others, including credit card numbers and social security numbers, or arranging a face-to-face meeting with someone "met" on the Internet without a Parent/Guardian's permission.

General Considerations and Limitations

- Attempting to bypass login security is prohibited.
- Please advise Library staff if a computer is not working properly. Library staff will assist you as time permits.
- The Library staff is available for a limited amount of assistance in using the computers and the Internet. Since they must assist all Library patrons equally, they cannot spend large amounts of time guiding Users in the use of the computers and the Internet.
- Computer usage, including all printing, must be completed 15 minutes before the Library closes.
- Only one User and one observer may be at any computer at any time. The logged-in User is held responsible for all activity.
- The Library requires the Parent/Guardian, just as with books, videos, and other formats, assume responsibility for monitoring their children's use of and access to information. Parents/guardians, not the Library staff, are responsible for all information selected and/or accessed by their children. Parents/Guardians may restrict only their own minors from using Library computers and Internet resources.
- Loud conversations or other disruptive behavior is both unacceptable and prohibited by other Library policies.
- Only the Internet access programs provided on the Library's computer are permitted to be used for Internet access. Use of any other programs for Internet access is prohibited.
- Since the security of the information that Users provide over the Internet is not guaranteed, patrons should verify that a website is secure before entering any personal information such as credit card

numbers or Social Security numbers. Library staff may not determine if a website is secure. This is up to the discretion of the User.

- The Library and staff email addresses are not available for patron use, nor is the Library able to make email accounts available. There are many web-based providers of free email accounts such as Yahoo, Google, and Hotmail. The Library is not responsible for the emails that you send and/or receive.
- The User is responsible for all internet-based username and passwords. Library staff is not able to retain and/or record a patron's personal information.
- Although the Library staff cannot provide extensive training about, or assistance with, computers and the Internet, the Library does offer such training to the community in the form of one-on-one tech assistance sessions. See Library staff for more information.