



Title: Acceptable Use Policy	Policy Number: 201
Effective Date: May 18, 2015	Supersedes policy number or date: May 22, 2012
Review Date:	May 2017

- I. Purpose: To define acceptable use of Library Internet and WIFI access at the Crown Point Community Library.
- II. Scope: Applies to all users and employees of the Crown Point Community Library.
- III. Background: None
- IV. Definitions: None
- V. Policy:
  - a. All registered library card holders and library users have the right to the Library's Internet and WIFI access.
  - b. The library has no control over the information on the Internet and cannot be responsible for the accuracy, nature, or quality of information that is available. The Library is not responsible or liable for any direct, indirect, or consequential damages to personal data or equipment resulting from the use of its technology equipment, electronic resources, or connections to Internet resources. Users access the Internet at their own risk.
  - c. In accordance with the requirements of the Children's Internet Protection Act (CIPA) the library employs the use of an Internet filter to guard against accessing, inadvertently or otherwise, Internet content that is obscene, child pornography, or harmful to minors. However, no filter can protect against all such content and thus, children under the age of 17 ("minors") who are using the Internet should be supervised at all times by their parent or other adult caregiver. Parent or adult caregiver supervision is required to ensure the safety and security of minors using the Internet.
  - d. A staff member will disable the Internet filter upon request by adults 17 and older for a lawful use that complies with this Acceptable Use and Internet Safety Policy. Restricted websites may be unblocked for any user after staff review.
  - e. Staff will assist patrons with Internet use as time permits but cannot offer personal instruction.

- f. The demand for use of the library's Internet workstations is monitored by Internet reservation software. Time limits will be imposed as needed.
  - g. Users must abide by all county, state, and federal laws when using the Internet.
  - h. Users must respect all copyright laws when using the Internet.
  - i. The Internet may not be used to access, transmit or share obscene, abusive or sexually explicit material, child pornography or language that is harmful to minors.
  - j. Library equipment is not to be used for illegal solicitation, advertisement, or any other commercial purposes.
  - k. The Internet may not be used to destroy, damage, or modify equipment, software, or data. Activities such as "hacking" and tampering are not allowed.
  - l. Harassment, slandering of other users and dissemination of personal information regarding any person is prohibited.
  - m. Users may not store files on the library's hard drives.
  - n. Inappropriate use of the Internet, computer equipment or WIFI may result in being excluded from using the Internet at the library. Additional consequences may be imposed.
- VI. Enforcement: The Crown Point Community Library has the right to set and enforce rules and regulations concerning the use of Internet access provided by the library.

Approved by the Library Board of Trustees May 18, 2015