

Stirling-Rawdon Public Library



Policy Type:	Operational	Policy Number:	OP0823
Policy Title:	Computer Usage	Initial Policy Approval Date:	2010
		Last Review/Revision Date:	Feb 2022
		Year of Next Review:	2026

The Stirling-Rawdon Public Library Board provides access to the Internet in keeping with the Library's mission to serve the community of Stirling and area, by providing access to resources and programs for personal, educational, recreational and cultural enrichment. At the same time, the Internet functions in an unregulated environment, and therefore provides access to a wide variety of resources over which the Stirling-Rawdon Public Library has no control. This policy establishes the provision of public network services to access the Internet, acceptable use of these services by users, staff responsibilities and consequences of inappropriate behavior or illegal activity by users.

Section 1: Access to the Public Network

1. The library provides members of the public with free Internet access through the library's networked desktop computers and laptops as well as through the library's wireless network which can be used with personal mobile devices.
2. The library provides one (1) computer with additional accessibility features including raised keyboards and an electric adjustable height workstation.
3. To ensure equitable access to the public network and efficient use of resources, the Library reserves the right to set time limits or ask users to limit their time on the library's public computers.
4. The library reserves the right to limit or ban any patron from accessing the computers within the library. At the discretion of staff, patrons who have significant, outstanding fines may be prohibited from accessing the library's computers.
5. Where permitted by copyright, users may print or photocopy at the posted rate.

Section 2: Limitations and Disclosures

1. The Stirling-Rawdon Public Library does not use filtering software and is committed to providing access to technology, including the internet with minimal restrictions.
2. The library's wireless network is not secure and the safety of the traffic

- across the wireless network cannot be guaranteed.
3. The Stirling-Rawdon Public Library will not assume any responsibility for the configurations, security, or files on your personal device resulting from connection to the library's network.
 4. The Stirling-Rawdon Public Library uses a software program that clears private data from public computers between users. However, any software product can experience failures and while we endeavor to maintain it in good working order, this software does not guarantee that all data will be cleared between user sessions.

Section 3: Use by Children

1. Children between the ages of 10-14 are required to have an Internet permission form signed by either a parent or guardian before accessing the library's Internet network and children under the age of 10 must be accompanied by an adult in accordance with our Unattended Children Policy #OP294/10E. This permission form is kept on file at the Library.

Section 4: Patron Responsibilities

1. Patrons are expected to treat library computer equipment with respect. Users may not modify, or otherwise willfully damage, the library's computer equipment, software or network.
2. The internet is an unregulated worldwide environment and contains information and opinions that range in scope from reliable and authoritative to controversial and extremely offensive. Users must understand that information found on the internet may not be accurate, complete or current. It is the responsibility of the user to assess both the validity and sources of information found therein.
3. Staff cannot guarantee privacy at the library workstations. Users should bear in mind that library computers and personal devices are used within a public space and should be considerate of those around them when accessing sites that may reasonably be considered offensive to others. Library staff reserves the right to redirect users whose internet use diminishes the enjoyment of the library space by others.
4. The Library users are subject to federal, provincial and municipal legislation regulating internet use, including the provisions of the Criminal Code regarding obscenity, child pornography, sedition and the incitement of hate. Use of the Library's internet services for a purpose of action that is, or the Library reasonable believes to be, contrary to the law is prohibited. Illegal use will be reported to the police, documented, and may result in suspension of library privileges and exclusion from the library.

Section 5: Library Responsibilities

1. The Stirling-Rawdon Public Library will use reasonable efforts to ensure compliance with the Computer Usage Policy# OP0823

2. The library will inspect and report suspected illegal sites or activity.
3. In order to protect its network and users, the library reserves the right to terminate a connection at any time or to withdraw wireless access entirely.
4. The library proactively promotes public access to quality information for all users. Library staff is available to provide basic instruction with computer use and internet searches but may be unable to provide in-depth technical assistance.

To summarize the items contained in this policy, the library will post an "Acceptable Use Agreement" as a landing page for reviewing before using the library's Internet. Consequently, anyone not adhering to the 'Acceptable Use Agreement' will have their library privileges suspended and will be legally and financially responsible for damages.

Acceptable Use Agreement **

By using the Library's computers and public Internet network, you agree to the following:

- a) **Users between the ages of 10-14 will have an Internet permission form signed by either a parent or guardian before accessing the library's Internet network and children under the age of 10 will be accompanied by an adult in accordance with our Unattended Children Policy #OP294/10E.**
- b) **Users should view the use of the library's public Internet network, whether on the library's public computers or a personal device the same way as they view the use of any library space and should restrain from activities that disturb others in the library space.**
- c) **Users may not use the library Internet network to access, display, download, upload, print, forward, or e-mail materials considered as defamatory, discriminatory, obscene, or criminal in nature.**
- d) **Users may not violate or circumvent copyright and other intellectual property rights.**
- e) **Users may not misuse or abuse library computers or software.**
- f) **Users should not install any software on the library's computers or modify software installed by the library on the library's computers.**

Users who deliberately violate the rules may have their library privileges suspended or required to leave the library. Illegal use, within the definitions of federal or provincial legislation, will be reported to the police.

**** This text will be used as a "landing/splash page" for users to enter the library's Internet network and a print copy placed near the public computer area.**