



HAMILTON EAST
PUBLIC LIBRARY

INTERNET & COMPUTER USE POLICY

In support of its mission to be our community's essential connector to information and ideas, the Hamilton East Public Library makes internet and computer access available to its patrons. Internet use in the library means using the library's network to access the internet either on library workstations, on equipment loaned by the library, or through a wireless connection.

ACCESS

The Library's public computer stations and laptops are intended primarily for information gathering and exchange, education, and recreation. Access to Library computers is a privilege and requires acceptance of this Internet & Computer Use Policy. Violations of this policy will be handled as indicated in the Library's Acceptable Behavior Policy.

ROLE OF PARENTS

It is the responsibility of parents and legal guardians to monitor and guide their child's use of Library computers and internet access. Parents and guardians have the right and responsibility to:

- Assure their children's safety and security when using electronic mail, chat rooms, and other forms of electronic communications
- Protect against unauthorized disclosure, use, and dissemination of personal identification regarding minors
- Restrict their children's access to internet sites in keeping with their own family values; and
- Ensure their children's compliance with this Internet & Computer Use Policy

Children in Grades 5 and below must be attended and supervised by a responsible adult at all times while in the library, and parental involvement is highly encouraged in children's use of library computers and the internet for minors of any age.

INTERNET SAFETY

Hamilton East Public Library is compliant with the Children's Internet Protection Act (CIPA) and utilizes filtering software to block or filter Internet access for both minors and adults to certain visual depictions that may be considered obscene, child



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pornography, or harmful to minors. In accordance with CIPA, no minors (any person younger than 18 years of age) are permitted to access computer sites, chat rooms, or e-mail containing obscene or sexually-explicit material harmful to minors; and minors shall not disclose personal identification information on the Internet.

While the Hamilton East Public Library attempts through filtering software to prevent access to materials that generally would not be acceptable in a public Library, it is technically impossible to prevent access to all objectionable resources. Filtering software also occasionally blocks acceptable sites; therefore, while the default setting for computers will be filtered, users age 18 and above, with identification and age verification by a library staff member, may elect to disable the filter when logging on to use Library computers for legitimate research purposes. However, Library rules and restrictions as listed below apply at all times. This option is not available for users who are minors.

Filtering software will not be disabled for patrons using personal computers or devices while connected to the Library's public wireless network, because HEPL staff is unable to monitor Internet usage on patron's personal devices.

WIRELESS ACCESS

The Hamilton East Public Library also provides public wireless access to the Internet. Patrons may provide their own computer, mobile device, and wireless network cards to connect to the public wireless hotspots. Technical support will not be available to users. Users of the wireless hotspots are subject to the terms of this policy.

The Library cannot guarantee the privacy or safety of data and communications while using either wired or wireless services. Patrons should be aware that the Library's public wireless network is unsecured, and it is strongly recommended that patrons secure their computers with firewall software, data encryption, and virus protection software.

CONFIDENTIALITY

In general, the Library will treat information stored on Library computing resources as confidential, whether or not that information is protected by the computer operating system. Responses to requests for disclosure of information will be governed by the Library's Privacy Policy.



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When appropriate, patrons will receive prior notice of such disclosures. Viewing of information in the course of normal system maintenance does not constitute disclosure.

Patrons should be aware that information viewable from the computer screen by passing patrons should be considered unsecure.

UNACCEPTABLE USE

The use of Library computing resources is a privilege and is conditional. Library staff reserves the right to check all workstations for suspicious or inappropriate activity.

The following intentional actions are considered unacceptable and may result in loss of computer use privileges, Library privileges and/or prosecution by local, state or federal authorities in the case of illegal acts:

- Accessing, transmitting, uploading, downloading, or distributing material or language that is pornographic, abusive, defamatory, sexually explicit, obscene, child pornography, harmful to minors, or any material that is intended to harass or alarm another person;
- Engaging in any illegal activities using Library computers or networks;
- Vandalizing, damaging, modifying or disabling Library computers, networks, software, electronic resources or any Library property
- Attempting to gain unauthorized access to any computing, information, or communication devices;
- Copying of copyrighted or other protected material without proper authorization;
- Engaging in any activities in violation of the policies of Hamilton East Public Library
- Violating another person's privacy; and
- Disrupting others' use of computer resources in any way.

TECHNICAL & LEGAL CONSIDERATIONS

Patrons may save electronic files to removable media only, i.e. flash drives or to personal cloud storage. The Library has removable media available for a nominal fee.



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Any files saved to library computers are removed at the end of each computer session. HEPL is not responsible for damage to a patron’s removable media or computer, for any loss of data, or any liability that may occur as a result of using the Library’s computers or wireless network.

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