



HEPBURN
LIBRARY OF NORFOLK

Internet, Wireless Network and Computer Policy

Adopted October 21st, 2020

The purpose of the Hepburn Library of Norfolk is to support the development of an informed community by collecting, transmitting and ensuring open access to the world's ideas and information. To this end, The Hepburn Library of Norfolk is pleased to provide Internet access to its patrons. The Internet is a powerful tool that can assist in research and be an aid to learning. It is very important however to be aware that the Internet is unrestricted and uncensored. The Hepburn Library of Norfolk staff, Board of Trustees, and any entity the Library is connected with are not responsible for the information users find on the Internet. Users may find objectionable or offensive material on the Internet. It is the policy of the library that parents and guardians are responsible for setting guidelines and restrictions for their minor children

GUIDELINES FOR COMPUTER USE:

- Access to the computer is available on a first come, first serve basis. We ask there be no more than two users at a computer at one time.
- Children up to the age of 9 are not allowed to use the computer without supervision of an adult (16 years of age) who is validated to use the computer.
- While the Norfolk Public Library is taking steps to try to insure the safest possible computer environment for children, library officials remind parents and guardians that the supervision of their children is primarily their responsibility and security and safety of minors using chat rooms, email, instant messaging, or any other types of online communications is of concern. A parent or legal guardian may deny access to the Internet by informing the library in writing and having the minor's library card so marked. The library staff will inform any minor child with a marked card that their parent or legal guardian does not want them to access the Internet at the library
- The Library is a public place and what you view should not be considered private.
- The Library makes no guarantees, either express or implied, with respect to the information available on the Internet, nor is the Hepburn Library of Norfolk responsible for any user misuse of copyright or other violations
- No eating, drinking, or smoking in the library at ANY time.
- Computer users who bring children to the Library with them must attend to their children and not leave them to fend for themselves. The Library staff will not allow children to be unattended in the Library. Users will be asked to stop use of the computer and attend to their children.
- Please respect the privacy of other patrons using the Internet.
- No personal compact discs or programs requiring installation to the hard drive may be used on the library's computers.
- A user must save files or downloaded data to a removable hard drive. A user may provide their own removable hard drive.
- Users shall assume the full responsibility of learning to use the equipment and computer resources. Staff members do not and cannot have complete knowledge of Internet content and may not be familiar with the sites you wish to access. Because of library scheduling, Internet trained staff may not always be available.

- Earphones must be worn when using multi-media programs.
- The visual, verbal, or written use of the computer to receive or transmit harassing material is prohibited. Any misuse of this rule will result in suspension of the offending user's computer privileges. Unauthorized access, including so called 'hacking,' and other unlawful activities; and unauthorized disclosure, use, and dissemination of personal identification information regarding minors is not allowed.
- Patrons are not to display text or graphics that may be defined by State and/or Federal Laws as illegal pornography, obscenity, or child pornography. Suspension of computer privileges will occur immediately.
- Printed pages are \$0.20 cents per black and white page. \$0.40 for double sided and \$0.25 per color page. Copies must be paid for at the circulation desk. For school projects the first 10 pages are free. Library staff is responsible for counting the number of pages printed.

DISCLAIMER

The Library does not guarantee the computer system to be error free or without defect. The Library is not responsible for: 1)the actions of its patrons, 2)the accuracy or quality of information accessed through the computer, 3)any damage or loss of data, or interruption of service patrons may suffer while using the computer.

INTERNET SAFETY:

It is the policy of Hepburn Library of Norfolk to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of users of the Hepburn Library of Norfolk online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

It shall be the responsibility of all members of the Hepburn Library of Norfolk staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of The Director or designated representatives.

WIRELESS INTERNET:

The Hepburn Library of Norfolk offers free wireless Internet access to library patrons with wireless-enabled devices. The library provides unrestricted access to the Internet and does not monitor or control content. The

provisions set forth in the Library's Internet Use Policy and Acceptable Use Guidelines are applicable to wireless network access.

Our network supports a wide range of laptop computers. Most wireless network cards will be compatible. However, the Library can make no guarantees as to compatibility of a library user's device with the Library's network. Library staff does not provide wireless access support and will not install or modify hardware or software.

Communication through the wireless network should not be considered secure. Library users are responsible for selecting and installing security protection and current virus definitions on their wireless devices. The Library is not responsible for damage to hardware or software, transmission of computer viruses, loss of data or email, or any harm resulting from the use of an unsecured server. It is strongly advised that personal, financial or otherwise sensitive information not be transmitted through the wireless network.

Printing from the wireless network is not currently available. Files can be saved to a device or e-mailed.

The wireless network can accommodate interactive searches on the Web. It cannot accommodate the downloading of large document files. Therefore, downloading of software, images, music, etc. from the Web onto a library patron's equipment is not permitted. Library patrons will be asked to terminate any activity that adversely impacts the network's performance.

When using wireless-enabled devices to listen to music, dialog, sound effects, etc. library patrons must use earphones to make the sound inaudible to others. If sound is heard despite the earphones, the library patron must lower the sound level or turn the equipment off.