

Seguin Public Library

Internet, Wi-Fi Acces and Public Computer Use Policy

POLICY

The Seguin Public Library seeks to inform, educate, and culturally enrich by providing books and other library resources for use by all individuals, community groups, organizations, and businesses. To help accomplish this mission the Library offers computers for public use and Wi-Fi and Internet access.

I. REGULATIONS

- A. The Library upholds and affirms the right of each customer to have access to constitutionally protected material in accordance with the American Library Association's Library Bill of Rights. However, Library computers and network systems may not be used for any purpose that violates federal, state, or local laws and Library policies.
- B. Under Federal and Texas law, it is a crime to distribute or exhibit material that is "harmful" to minors, or to be reckless about "whether a minor is present who will be offended or alarmed by the display" of harmful material. Customers are prohibited from using the Library's internet and computer network systems for illegal activity, to access illegal or obscene materials or to display material that violates the provisions of Sections 43.24 and 43.25 of the Texas Penal Code: Sale, Distribution or Display of Harmful Material to Minors.
- C. The Library's policies and computer network systems comply with the Children's Internet Protection Act (CIPA) and to that effect, Internet access on all Seguin Public Library computers and networks including the Wi-Fi network are filtered. The library will also restrict access to Internet sites that compromise the performance of the Library networks and equipment.
- D. Library Internet access, including the Wi-Fi network, is filtered for images and videos containing adult content that would generally be considered obscene or pornographic in nature in accordance with section 43.21 of the Texas Penal Code.
- E. All Internet resources accessible through the Library are provided equally to all users during hours of public service.
- F. There is no age limit for use of any material via our Internet services. To address the special concerns raised by access to the Internet by minors, the Seguin Public Library established the following Children's Internet Safety policy:

1. The Library respects parents' and guardians' right and responsibility to guide their children by monitoring their own children's use of Library materials and resources, including the Internet, and for determining what is appropriate for their own children.
2. The Seguin Public Library's goal is for children to have safe online experiences and prevent their exposure to harmful or inappropriate material. Towards this goal, the Seguin Public Library has taken the following initiatives:
 - a. Filtering Internet access for words, images and videos containing adult content that would generally be considered obscene or pornographic in nature. No Internet filter is 100% effective, meaning that some sites that should be blocked may not be, while other sites that should not be blocked by filters could be blocked. Therefore, we encourage parents to monitor and supervise their own children's use of the Library's computers and networks.
 - b. Providing specially designed web pages for children and teens.
 - c. Providing child-friendly search engines on the children's page.
 - d. Providing links to sites that help children learn Internet safety.
 - e. Providing staff who are trained to help children and parents find appropriate sites.
 - f. Discouraging minors from engaging in "hacking" and other unlawful access to data and networks.
 - g. Enforcing this policy, which prohibits anyone (including minors) from engaging in unlawful activities.
3. The Library helps prevent unauthorized disclosure, use and dissemination of minors' personal identification information by:
 - a. Encouraging parents to monitor and supervise their own children's use of Library computers and networks.
 - b. Enforcing its own policies relating to privacy and confidentiality, which detail the types of personal information the Library collects and the conditions under which it releases that information.
 - c. Providing information about Internet safety, including cautions against minors disclosing personal information.

- G. Library customers have the right of privacy; however, customers should be advised that because computers are located in public areas electronic transmissions of files and information could be viewed on the screens by others and become public.
- H. The library reserves the right to block high bandwidth resources or to use tools such as bandwidth throttling during peak Internet usage times to ensure that all users have fair and equitable access to the library's online resources and to avoid intentional or unintentional disruption of all library networks service due to excessive bandwidth utilization.
- I. Library customers have the right to confidentiality. The Seguin Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or as necessary for the proper operation of the Library.
- J. The Library is not responsible for the privacy practices or security of any web sites accessed by patrons.
- K. The Seguin Public Library and the City of Seguin accept no liability for any loss of privacy or data patrons may experience, or any damage or harm arising from such loss.
- L. Public Wireless Internet Access
 - 1. The Seguin Public Library provides access to the Internet via a wireless network (Wi-Fi) for patrons to use with their own personal computing equipment and other mobile devices. The Library's Wi-Fi network is unsecured and as a result, the Library cannot guarantee privacy or confidentiality.
 - a. Patrons using Library provided Wi-Fi must comply with this Library Policy and with any additional rules published in conjunction with this policy.
 - b. Wi-Fi access provided by the library is filtered for images and videos containing adult content that would generally be considered obscene or pornographic in nature. Wi-Fi access is unsecured. Anti-virus, security and privacy protection are the responsibility of the patron.
 - c. Patrons are responsible for having the proper hardware, software and network settings on their wireless device to connect to the Library provided Wi-Fi.

- d. The Library is not responsible for any theft, damage or misuse of patrons' computing devices or peripherals and other mobile devices while the devices are in use in the Library.

M. The Library does not issue electronic mail accounts to the public.

N. Public use workstations are available on a reservation and a walk-in basis. Use of workstations is managed as follows:

1. Library Administration reserves the right to set time limits or internet use session(s) a customer may have per day with Library owned computer and network systems.
2. Software has been loaded on all public access computers to provide internet usage in one hour session increments. This software requires the user to log on to the computer using a barcode, either from their own Seguin Public Library Card or a Guest Pass supplied by the Library.
3. Customers with Seguin Public Library cards in good standing are eligible to the maximum time limits or internet use sessions set by the Library Administration.
4. Customers with Seguin Public Library cards with bills and fees over \$5.00 accrued on their account are eligible for computer use as a Guest after making a payment of \$1.00. The Guest session is limited to a one hour session per day.
5. Guest users (non Seguin Public Library cardholders) are limited to one hour session per day.

II. PROCEDURES

A. Staff Responsibilities

1. Library staff are responsible for providing assistance in areas which provide access to public computers and the Internet and are trained in the use of both the software loaded on the computers and the Internet.
2. Staff members are trained and expected to respond appropriately to basic software and hardware questions.
3. Staff help customers find the actual information sought and, as warranted, provide brief general instruction in the use of the Internet and other electronic resources offered by the library.
4. In choosing sources to link to our home page, the Library follows generally accepted library practices. The Library does not monitor or

control information accessible through the Internet and can not be held responsible for its content. Library staff are not responsible for unannounced changes in content of the sources to which we link, nor for the content of sources accessed through secondary links that staff did not create.

B. Customer Responsibilities

1. It is the customer's responsibility to become familiar with the Library's Internet and Public Computer Use Policy. Copies of the Internet and Public Computer Use Policy are available for public viewing at the service desks or upon request.
2. Use of the Library public computer terminals constitutes the customer's acceptance and agreement of the Library policies. Internet stations available to customers are to be used in a safe and responsible manner in accordance with this and other Library Administrative Policies.
 - a. Legal Responsibilities: Internet resources may not be used for any illegal purposes. Violations may result in loss of access. Staff is empowered to terminate or extend a user session if appropriate. Unlawful activities will be dealt with in an appropriate manner, including notification of law enforcement authorities. Examples of illegal use include, but are not limited to the following:
 - i. Circumvent filtering or blocking software, or other security measures to access visual depictions deemed (a) obscene, or (b) child pornography, or (c) harmful to minors, as defined in the Children's Internet Protection Act (CIPA ~ Public Law 106-554).
 - ii. Use any Library workstation for any illegal or criminal purpose.
 - iii. Violate copyright laws or software licensing agreements in their use of Library workstations
 - iv. Violation of copyright or communication laws. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. Any responsibility for any consequences of copyright infringement lies with the user. The Library expressly

disclaims any liability or responsibility resulting from such use

- v. Attempting to alter or damage computer equipment, software configurations, or files belonging to Seguin Public Library or the City of Seguin, other users, or external networks
 - vi. Attempting unauthorized entry to the City of Seguin's computer network or external networks
 - vii. Libeling, slandering, cyberbullying or otherwise harassing others
 - viii. Intentional propagation of computer viruses
- b. Ethical Responsibilities: Computing resources must not be used in an unethical manner. Examples of unethical use (some of which may also have legal consequences) include, but are not limited to the following:
- i. Hacking (breaking into or out of any system) and violation of computer system security
 - ii. Use of computer communications facilities in ways that interfere with, or impede computer use of others
 - iii. Attempt to evade security measures and install or download any software, or attempt to damage computer equipment or software.
 - iv. Intentional violation of another customer's privacy
 - v. Obtrusively displaying information with the intent of being disruptive or offensive to others
 - vi. Engage in any activity that is deliberately and maliciously offensive, libelous, slanderous, harassing or threatening
 - vii. Circumvent public access computer time management software, or procedures and registering multiple logon IDs, sharing a logon ID, or using another user's logon ID
 - viii. Use the workstations or laptop devices to gain access to the Library's networks or computer systems or to any other network or computer system

- ix. Obstruct other people's work by consuming large amounts of system resources or by deliberately crashing any Library computer system, attempt to alter software configurations and cause degradation of system performance or accessing peer to peer (P2P), torrent, or other file sharing sites.

C. Sanctions

1. Failure to comply with this Library Policy, or misuse of the Library's networks or computers, including patrons' personal laptops and other mobile devices connected to Seguin Public Library's Wi-Fi, may result in the loss of computer access privileges, potential loss of library privileges and possible criminal prosecution.
2. Users are financially liable if they permanently or temporarily damage any Seguin Public Library equipment or software.
3. Any attempts to gain unauthorized access to restricted files or networks, to damage or modify Library owned computer equipment or software or to intentionally download or save items to Library owned computers will result in the loss of computer access privileges, potential loss of Library privileges and possible criminal prosecution.

Jacki Gross, Library Director
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