



Pittsford Community Library Policies

Computer and Internet Safety and Use Policy

Adopted by the Board of Trustees on April 4, 1996

Revised by the Board of Trustees on July 9, 1998

Revised by the Board of Trustees on June 19, 2002

Revised by the Board of Trustees on October 14, 2020

The Pittsford Community Library (PCL) offers Internet-enabled computers and wireless Internet access (Wi-Fi). These provide patrons with access to a vast array of electronic resources that supplement the PCL's material collections and are also available for educational, informational and recreational purposes. The PCL affirms and upholds the American Library Association's Library Bill of Rights¹, which supports the right of each individual to access constitutionally protected material in any format.

Internet Safety

As a member of the Monroe County Library System (MCLS), the PCL provides public internet access through the MCLS automation network and adheres to the MCLS Internet Access Policy Statement. This policy states that, "It shall be the policy of the Monroe County Library System to be in compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Protection Act (NCIPA)." As such, it is the policy of the MCLS and the Pittsford Community Library 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 CIPA.

Access to Inappropriate Material

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 CIPA, 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. Patrons should inquire at the

¹ "Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed September 30, 2020)

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Reference Desk for information on submitting a request to unblock a website. Requests will be reviewed by the Library Director.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the computer network when using electronic mail, social media, direct messaging and other forms of direct electronic communications.

Specifically, as required by CIPA, 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.

Parents and caregivers are responsible for supervising their children's computer access and are encouraged to learn about the Internet and help their children use it wisely. PCL has taken certain measures to assist in the safe and effective use of these resources by all minors (age 17 and under). The PCL is proactive by:

- Installing and maintaining free educational and recreational programs and databases that help users safely and effectively search and navigate the Internet.
- Providing training programs and computer workshops.

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, PCL will not release information on the use of specific Internet resources by members of the public except as required by law. PCL is not responsible for any liability that may occur as a result of the disclosure of financial or other personal information through library computers or Internet services.

Guidelines

Staff will work with the public to ensure compliance with the Policy, Guidelines, and Procedures for computer usage and responsible Internet use.

The PCL reserves the right to limit the amount of time of computer usage. Patrons are reminded that the PCL's computers are located in public areas that are shared with people of all ages, backgrounds, and beliefs. Individuals are expected to consider this diversity and respect the rights of others when accessing potentially offensive information or images.

To achieve an atmosphere conducive to the best use of its resources the PCL has developed the following guidelines for the use of public computers:

- Users must be courteous and respectful when using computers and conform to the PCL's Patron Rules of Conduct.
- Users must log on to public access computers with their own library card (or guest card).
- Users are responsible for logging into a new, private session each time they use a computer, and for closing all applications, removing personal documents, and logging out of accounts, applications, and devices when they are done using their computers. Sessions are logged off automatically and devices restarted after their assigned time has expired for privacy protection purposes.

- Users must complete computer tasks independently and perform their own Internet searches, though staff will provide assistance as time allows.
- The PCL is not responsible for loss of information due to viruses or other problems, nor is it responsible for equipment malfunction, loss of data, or any damages to the user's peripheral equipment.

Users may NOT:

- Use PCL computers or Wi-Fi for illegal activity.
- Use PCL computers or Wi-Fi to access material that is legally defined as obscenity, child pornography, or, in the case of persons under the age of 17, material that is harmful to minors.
- Use any device to attempt to redistribute, share, or boost the PCL's Wi-Fi signal.
- Use the network for unauthorized access or "hacking" into any computational, financial informational or communication services or resources.
- Circumvent or subvert security measures on either the PCL's network resources or any other system connected to or accessible through the Internet.
- Distribute unsolicited advertising.
- Invade the privacy of others by misrepresenting oneself as another user or attempting to modify or gain access to files, passwords or data belonging to others.
- Damage, vandalize or modify the PCL's installed hardware or software.
- Install unauthorized software on the PCL's equipment.
- Move or change the arrangement of the library computers and attached equipment.
- Engage in any activity that is harassing or defamatory.
- Deliberately propagate computer worms or viruses.
- Download copyrighted materials in violation of any copyright protection laws.