

# Internet and Technology Access Policy

Board Approval: June 26, 2018

Revised:

Implemented: July 30, 2018

Replaces: Internet Code of Ethics Policy

## 1.0 INTRODUCTION

The purpose of this policy is to establish the conditions and context within which the Colchester-East Hants Public Library provides free public access to the Internet and technology.

Through its collections, the Library fosters life-long learning and recreation by providing free access to a wide range of expressions of imagination, knowledge, creativity, and intellectual activity and thought. The Library also does this by providing free access to Internet and technology.

The Library provides free public Internet and technology access to foster life-long learning and recreation.

## 2.0 APPLICATION

This policy applies to Libraries and satellites within the Colchester-East Hants Public Library (CEH) that provide public access to the Internet and technology. This policy applies to all individuals using the Library's Internet and technology. This includes library staff, volunteers and the general public.

## 3.0 REQUIREMENTS/STANDARDS

### 3.1 Internet Access

- 3.1.1 The Library makes Internet access available to support educational, informational and recreational activities.
- 3.1.2 The Library does not control, monitor or filter the information accessible on the Internet, and cannot be held responsible for its content. Information obtained on the Internet may contain material that is illegal, inaccurate or offensive to certain persons.



- 3.1.3 The Library is not responsible in any way for any costs, liability, damage, or charges incurred relating to accessing the Internet.
- 3.1.4 The Library will make reasonable efforts to protect individual privacy. However, because the Library is a public facility this privilege cannot be guaranteed.
- 3.1.5 Internet activity may be traceable to the Library user. The circumstances when activity may be reviewed, collected or suspended are as follows:
  - As required by law;
  - As part of system maintenance activities;
  - If improper or illegal use is believed; and
  - With permission of the account holder.

## 3.2 Internet Code of Ethics

- 3.2.1 The user must use the Library's Internet services in a responsible manner, consistent with the educational and informational purposes for which it is provided, and must follow the rules and regulations of the Library providing these resources.
- 3.2.2 Use of the Library's Internet and public computers is a privilege, not a right, offered to Library users. The Library user is responsible for his or her activity and actions. A breach of the Library's rules and policies may result in a suspension of Library privileges and/or exclusion from the Library.
- 3.2.3 Library users are subject to federal, provincial and municipal legislation regulating Internet use, including the provision of the Criminal Code regarding obscenity, child pornography, sedition and the incitement of hate. The use of the Library's Internet services for illegal purposes is prohibited and may result in prosecution.
- 3.2.4 Examples of Unacceptable Use of the Internet:
  - Using the Internet for unauthorized, illegal or unethical purposes;
  - Attempting to modify or gain access to files, passwords, or data belonging to others;
  - Installing unauthorized computer programs;
  - Engaging in harassment activities;
  - Seeking unauthorized access to components of any network or database; and
  - Sending, receiving or displaying text or graphics which may reasonably be construed as obscene.

## 3.3 Public Access Computers



- 3.3.1 The Library provides access to public computers and other devices free of charge. The specific software, hardware and functionality on these public access computers may vary from branch to branch.
- 3.3.2 To ensure equitable access, daily time limits are enforced on computers, and these may vary from branch to branch.
- 3.3.3 The Library reserves the right to limit access to computers temporarily due to planned Library coordinated activities and events.
- 3.3.4 Computer reservations may be made in-person, by phone, or via the computer booking software, where available. Computer Reservations may be cancelled without notice if there are problems with the computer system.
- 3.3.5 Latecomers forfeit the unused portion of their reserved computer time. Latecomers who are 10 minutes late or more may lose their reserved session entirely.
- 3.3.6 To access a computer, a Colchester-East Hants Public Library card in good standing is required, or a valid ID for visitors from outside Colchester County and the Municipality of East Hants.
- 3.3.7 Library staff reserve the right to confirm the ID of individuals with computer bookings.
- 3.3.8 Library users are responsible for supplying their own storage media. All personal information and working documents are cleared daily.
- 3.3.9 Library users may not use their own software on computers. Individuals found doing so may lose their computer privileges.
- 3.3.10 Library staff will provide assistance with computers, whenever time and knowledge permit.
- 3.3.11 Beverages in covered containers are permitted at public computers. Food and beverages in uncovered containers are not permitted at public computers.

### 3.4 Internet and Technology Access for Children

- 3.4.1 Children 7 years old and under must be accompanied by a caregiver when using a public computer.
- 3.4.2 Children 12 years old and under may be allowed to use a computer without their own identification, if the caregiver present has a Colchester-East Hants Public Library



card in good standing, or a valid ID for visitors from outside the Colchester County and the Municipality of East-Hants.

- 3.4.3 It is the responsibility of parents and guardians to monitor and guide their children's Internet access at the Library.

## **4.0 ACCOUNTABILITY**

The Branch Manager in each location is responsible for Internet and technology use in their respective Library.