

The Naples Library

Computer & Internet Use Policy

These rules are set by the Executive Director/Manager, and are intended to implement Library policy and to provide fair and equitable access to the Library's computers and Internet service. They are subject to change without prior notice.

Public Access to the Internet

The Naples Library provides public access to the Internet as one resource to fulfill the library's mission. The Internet expands the scope of information available at the Naples Library. It is, however, an unregulated medium that changes constantly and unpredictably. The library is not responsible for the quality or accuracy of information found on the Internet. Users are responsible for evaluating information received via the Internet.

Access

Any adult with a valid OWWL card, who has not reached the maximum fine amount of \$5.00, or is not blocked for any reason may use a computer in accordance with established procedures and policies in effect. If a patron has fees in excess of \$5.00, it is left to the discretion of the Director/Manager or the clerk on duty as to whether the patron may use the computer.

Availability

Availability of Library computers is on a first-come first-served basis. There are no reservations.

If someone is waiting to use a computer station, use is limited to 60 minutes per session. Additional time will be allowed when no one is waiting to use a computer.

Acceptable Computer Use

All people using the library's computers must agree to the library's policies and rules governing the use of the library's computers.

All users or in the case of those under 18, users' parents, will be held fiscally responsible for any damage to the computers, related equipment or software caused by inappropriate use of the equipment or software.

No more than two (2) people are allowed at a single computer at a time; both individuals will be held accountable for any damages or rule infractions.

Users may not make any changes in any program setup or the hard drive configuration. Any files saved to the computer will be lost once computers are shut down at the end of each day.

Information may be printed in black and white or color ink for a fee per page.

Staff Assistance

The library staff is trained to provide limited support and will assist patrons as time allows.

Only staff members may install new software onto the public access computers as needed by users. Acceptable software is determined by the staff member.

Users should immediately report any problems with equipment to staff.

Monitoring

The Library reserves the right to monitor a patron's use of a Library computer for compliance with the Computer and Internet Use Policy. If you are seen or reported to be viewing potentially offensive or illegal material, as defined under the section **Illegal Activities**, the Library reserves the right to digitally monitor your use of library computers.

Since the public Internet workstations are in view of other patrons and staff, users are not permitted to display any visual images containing nudity, obscenity, or graphic violence.

Suspension of Library Privileges

The user is held responsible for his/her activity on the Internet.

Persons who do not follow these rules may be prohibited from using computers or other library equipment, have their library privileges suspended, be barred from the library and/or be prosecuted for illegal activities

Rights of Users

Patrons are reminded that the library's computer terminals are located in public areas that are shared with library staff and users of all ages, backgrounds and sensibilities. Individuals are expected to consider this diversity and respect the rights of others when accessing potentially offensive information or images.

The Internet is not a secure medium and all transactions, files and communications may be subject to unauthorized access by third parties. The library, however, respects a patron's right to both confidentiality and privacy and will not release information on the use of electronic resources by members of the public except as required by law.

Illegal Activities

Use of the Internet for activities that violate local, state or federal laws is prohibited. This includes, but is not limited to, activities such as viewing child pornography, committing fraud, hacking, unauthorized access, or spreading libel or slander.

Patrons may only make copies allowable by copyright laws or licensed software agreements.

Disclaimer - The library is not responsible for any damage to or loss of data resulting from the use of our computers. We have no control over the availability of our network access, or the inability to connect to any site due to excessive traffic on the Internet, or the availability of information links, which change frequently. The library is not responsible for the quality of information found on the Internet. Users are responsible for evaluating data received.

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Wireless Access

The Naples Library offers free wireless Internet access for use with laptop computers and other wireless devices.

The Library assumes no responsibility for any alterations or interference with a laptop's configuration, operation, or data files resulting from connection to the wireless network. Due to insurance limitations and warranties, library staff members cannot configure laptops or install wireless cards.

Virus and security protection is the user's responsibility.

The Library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the Library's facilities.

The Library cannot guarantee that the service will be available at any specific time nor can the Library accept reservations for wireless access.

The connection shall not be used for illegal or time-consuming commercial purposes, or for purposes that infringe on other patrons' access to equal bandwidth.

Patrons shall defend, indemnify, and hold the Naples Library, its officers, employees, and agents harmless against all claims, actions, and judgments based upon or arising out of the patron's use of Library wireless connections.

Youth Policy

Anyone under the age of 10 must have an adult who sits with him/her at the same Internet computer at all times. Children of any age may use the computer or iPad in the Children's section without an adult. These devices do not have Internet access.

Information on safe and secure use of direct electronic communications (including email, social media, and instant messaging) by minors is available at the Library. This information will be provided to parents/guardians of children ages 0-8 at the time the parent/guardian signs the Public Access Internet Agreement when completing a library registration card. In addition, this information will be provided to parents/guardians of minors, ages 9 – 17 years, when the minor has completed a registration for a library card. Parents are encouraged to discuss these safety precautions with their children.

Children under the age of 18 must have a parent/guardian sign the computer-use agreement.

The unauthorized disclosure, use, and dissemination of personal identification information regarding minors is prohibited.

The library affirms the right and responsibility of parents/guardians to guide their child's use of all library resources. Parents/guardians are encouraged to take an active role in their child's use of the Internet. Pioneer Library System contracts with Time Warner Cable to provide content filtering to ensure its libraries are in compliance with the Children's Internet Protection Act (CIPA).

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Staff cannot know the maturity level of every child or know every parent/guardians' wishes regarding computer and Internet use. As with other library materials, supervision or restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Parents are therefore ultimately responsible for monitoring the Internet activity of their children even though filtering software is used.

However, library staff does maintain the right to prohibit youth from using computers or other library equipment, suspend library privileges or bar individuals from the library, and prosecute for illegal activities on the computers.

Policy Amendments

This policy may be amended by the Board of Trustees at any time. Internet users are responsible for staying informed of changes.

Adopted by the Naples Library Board of Trustees on February 20, 2016. Revised 3/22/16 and May 22, 2019.