Computer and Internet Use Policy

Adopted June 2013
Revised January 2021

Scope

The Internet is a rich, vital, and ever-changing tool of learning and discovery that presents us with challenges as we balance respect, safety, and security with the needs of people of all ages, backgrounds, and sensibilities in a public space. We make the Internet available to our community through public use terminals as well as through a freely available wireless system.

Guidelines

- Please refer to our Code of Conduct for basic rules governing library use.
- We welcome community members to use our public access computers for ninety minutes each day, depending on availability. We will grant additional time on computers when availability allows.
- Users may log on to these computers using an up-to-date and valid Monroe County Library System (MCLS) library card. Staff will use a guest pass to log on visitors who do not live in the county or who do not have a valid MCLS card.
- We do not allow anyone to use another person's card to access our computers.
- Users who bring their own devices may access our Wi-Fi system freely throughout the library.
- We do not allow users to view pornography at the library and employ Internet filters to help ensure this does not happen. Please be aware that no filter is 100% effective. If you would like to view a web site that you believe has been blocked in error, please see a staff member for assistance.

Safety for Users and Minors

The library complies with the Children's Internet Protection Act (CIPA). We affirm parents' and guardians' right and responsibility to monitor the children in their care when they are using the library, including when they are using the Internet. Parents and caregivers should be aware of potential safety issues. The American Library Association provides information regarding the CIPA guidelines and their implementation in public libraries:
http://www.ala.org/advocacy/advleg/federallegislation/cipa

- The term 'minor' means any individual who has not attained the age of 17 years.
- The firewall used on all internet-accessible computers at the library protects against access to porn, hacking, proxy avoidance, peer-to-peer file sharing, security risk sites (malicious websites, phishing, and spam URLS), and materials that are depictions of obscenity and that are deemed harmful to minors.

To address the issue of access by minors to inappropriate material on the Internet, including material that is harmful to minors, the library:

- Encourages users and/or caregivers to be knowledgeable about internet safety practices.
- Has implemented filtering software as more fully described above.

To address the issue of the safety and security of minors when using e-mail, chat services, and other forms of direct electronic communications, as well as the unauthorized disclosure, use, and dissemination of personal identification information, the library urges minors to keep in mind the following safety guidelines:

- Never give out identifying information such as home address, school name, or telephone number.
- Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.
- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.
- Have parents or guardians report incidents to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
- Remember that people online may not be who they say they are.
- Remember that everything one reads may not be true.

To address the issue of unauthorized access, including hacking and other unlawful activities by minors online, minors and all other library users are hereby advised that use of the library's computers for any unlawful activity is strictly prohibited.

Security

Please be aware that while we attempt to secure our Internet service, the Internet is not a secure medium and all transactions, files, and communication may be subject to unauthorized access by third parties. We will not release information on the use of library resources by members of the public except as required by law. The library is not responsible for equipment malfunction, loss of data, or damages to users' peripheral equipment.

Guideline Violations

When staff members become aware of violations, they will respond in a manner that takes into account the severity of the violation and the particularities of the situation.

- For minor infractions, staff will politely make the violator aware of the problem and ask them to correct the behavior.
- Violators who refuse to correct their behavior or who become belligerent will be asked to leave for the day. For those who persistently violate our guidelines, our Policy for Excluding Patron from Library Premises will go into effect.
- When a violator's behavior is illegal, threatening, or violent, a staff member will call the police immediately.

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Appeals
The library director and/or librarian in charge will make final decisions about what types of behavior are appropriate. Henrietta residents may bring appeals of these decisions to the Board of Trustees during their regular monthly meetings, which are typically held the second Tuesday of the month at 5:30 p.m. For specific dates and times, please contact the library or visit our program calendar at hpl.org.

hpl.org