

<b>Section</b>	<b>Use of Technology</b>	<b>Section#:</b>	<b>6</b>
<b>Sub-section</b>	<b>Planning and Administration</b>	<b>Sub-section #:</b>	<b>6.1</b>
<b>Topic</b>	<b>Acceptable Use of Equipment, Software, and</b>	<b>Policy #:</b>	<b>6.1.2</b>

## **Policy**

The Library provides computers for public use and access to the Internet for informational, educational, and recreational purposes. The Internet enables the Library to provide information beyond the confines of its own collection. The Library cannot control and is not responsible for the content of information obtained through the Internet, and does not warrant that information accessed through the Internet is accurate, reliable, legal, or complete.

## **Legislation**

The Selwyn Public Library endorses the Canadian Library Association's statement on Intellectual Freedom that states that "every person in Canada has the fundamental right ... to have access to all expressions of knowledge, creativity and intellectual activity."

The Internet is an unregulated information resource that allows the Library to provide information beyond the confines of its own collection, and it allows the Library, as a public access point, to provide an opportunity to any patron to access the Internet.

The Library is governed by the Canadian Copyright Act, the Criminal Code of Canada and other legislation governing access to expressions of knowledge and intellectual activity. The Library:

- a) does not monitor and has no control over the information accessible through the World Wide Web and is not responsible for determining that information is acceptable, reliable, and suitable to customers' needs. Users are responsible for the legality of any sites they access.
- b) is governed by the Canadian Copyright Act, as well as other legislation which may govern the dissemination of, or access to, information and certain copying or distribution of materials found on the Internet that may infringe upon copyright or other intellectual property rights.

## **Procedure:**

### **A. Access**

All users of the Internet are expected to use these resources in a responsible manner, including:

- a) Some information or images may be controversial, offensive or inappropriate for children; therefore, parents/legal guardians are expected to provide guidance to their children in the use of the Internet; any restriction of a child's access to the Internet is the responsibility of the parents/legal guardians,
- b) All children 15 years and under must have either a parent present or a signed permission from their parent/legal guardian to use the Internet;
- c) The Library shall make information available to parents and/or children in regard to the "safe" use of the Internet,
- d) Librarians and volunteer staff will assist users as time and expertise allow, but cannot provide in-depth training on specific programs,
- e) Using resources for the intended purposes and not for unauthorized, illegal or unethical purposes,
- f) Respecting the privacy of others using public access workstations,
- g) Respecting the public nature of the Library and using the Internet with regard for other users and patrons use and enjoyment of the Library,
- h) Making only authorized copies of copyrighted or licensed software or data.
- i) Respecting Library time limits for using the Internet and yielding to the next person; and
- j) Assuming responsibility for all financial transactions and any potential repercussions resulting from a third party using personal/banking/credit card information that has been entered via the Library's network.

## **B. Security and Privacy**

- a) The Library's wireless network is not secure, and the Library cannot guarantee the safety of traffic across its wireless network or assume any responsibility for the configuration, security or files on personal laptops resulting from connection to the Library's network; and
- b) Privacy and user confidentiality at workstations is not guaranteed.

## **C. Prohibited Activities**

Users, not the Selwyn Public Library, are entirely responsible for all content that they create, upload, post, email, transmit or otherwise make available via a public access computer or through wireless service on their own device. Users are not permitted to:

- a) Upload, post, email, transmit, or otherwise make available any content that is unlawful, threatening, abusive, harassing, tortuous, defamatory, obscene, libelous, hateful, invasive of another's privacy,
- b) Download, view, display, print, or otherwise intentionally access any content that is unlawful and/or obscene,
- c) Impersonate any person or entity, or falsely state or otherwise misrepresent your affiliation with a person or entity,

- d) Upload, post, email, transmit or otherwise make available any unsolicited or unauthorized advertising, spam, or malware,
- e) Modify or gain access to files, passwords, or data belonging to others,
- f) Seek unauthorized access to any computer system,
- g) Install, modify, delete, or download any software on the computer other than that as expressly licensed or approved by the Library,
- h) Use a public access computer or wireless service for the purpose of copying or distributing of materials that infringe on copyright laws, licensing agreements or other intellectual property rights,
- i) Engage in any other conduct which interferes with other Library users' use or enjoyment of the Library; and
- j) Fail to reimburse the Library for any printing of material on the Library printers.

#### **D. Violations of Policy**

- a) To allow fair and equitable access to Internet resources, Librarians shall develop, and volunteer staff shall enforce, rules, and procedures as necessary;
- b) The Library reserves the right to request the patron discontinue use of the Internet;
- c) Patrons in violation of the Library's Internet use policies will have their Internet privileges revoked or may be banned from the Library;
- d) Patrons using the Library's Internet workstations for illegal purposes will be reported to the police;
- e) Use of personal software or the saving of user-created files on Library workstations is not permitted. All user-related files shall be removed;
- f) Violations of an illegal or criminal nature shall result in an immediate suspension of Internet privileges and referral to the authorities;
- g) Minor violations of the acceptable use policy shall result in an initial verbal warning. Should subsequent infractions occur, the Branch Librarian has the right to remove Internet use privileges for a period not to exceed 30 days; and
- h) The Library Board may remove the user's Library and/or Internet privileges permanently, on recommendation from the CEO/Librarian.

#### **Associated Links:**

Canadian Library Association's Statement on Intellectual Freedom:

[https://cla.ca/wp-content/uploads/CLA\\_Intellectual\\_Freedom\\_Position Stmt\\_27sept2015\\_ltrhd.pdf](https://cla.ca/wp-content/uploads/CLA_Intellectual_Freedom_Position Stmt_27sept2015_ltrhd.pdf)

Canadian Copyright Act:

<https://laws-lois.justice.gc.ca/eng/acts/C-42/Index.html>

<b>History:</b>		
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Date of Original Board Motion:		
Date of Amendments: (if any)	January 2018	2018.34
	April, 26 <sup>th</sup> , 2022	2022.041
Date of Next Review:	April 2026	
<b>Attachments:</b>	Parental Permission	