



Public Internet Use Policy

Authority: Library Board

Date Created: November 2001

Date Reviewed: December 2018

Purpose

The East Gwillimbury Public Library (EGPL) offers public Internet access as part of its mandate to meet the informational, educational, and recreational needs of the community. The purpose of this policy is to outline patron access/responsibilities and Library responsibilities.

Scope

This policy applies to all users who access the Library's internet or use Public work stations. The terms and conditions of this policy require patron consent prior to using the Internet workstations or the wireless network. The Library may suspend or terminate all Internet workstation and wireless privileges if the Library staff reasonably believe that a patron has violated this policy.

Access to Computers and Internet

Information and resources available on the Internet can expand and enhance the materials offered at the Library. Internet workstations are available in both the Holland Landing Branch and the Mount Albert Branch.

Free wireless access is also available at both branches for those who provide their own devices to access the internet.

The Library does not censor by restricting Internet access. Some websites may contain information that some library patrons will find controversial or inappropriate. Library patrons access the Internet at their own discretion.

The Library offers loanable HotSpot devices to patrons with a library card in good standing (please refer to the Circulation Policy for a list of library cards types that may borrow an Internet HotSpot). The Library does not store or monitor the activity on these devices. Some websites may contain information that some library patrons will find controversial or inappropriate. Library patrons access the Internet at their own discretion.

Guidelines

Library Cards

- Patrons must have a valid library card in their own name order to use the Internet workstations. Use of the Library's WiFi is free and does not require a Library Card.

Internet Stations

- Patrons are allowed 2 hour long sessions in a 24-hour period. Patrons who are 5 minutes late for the start of their reserved session will forfeit their session.
- The Library reserves the right to manage the length of time for internet sessions
- The Library provides stations that are adapted for people with disabilities

Children & Youth

- Children's Internet stations are unfiltered and it is the responsibility of parents/guardians to monitor their child's internet access at the Library.
- The Library reserves the right to manage the length of time for internet sessions.
- Patrons under the age of 14 must have consent of a parent or legal guardian prior to using the Internet workstations or wireless network. Consent may be recorded in the patron record upon card registration

Visitors to the Library

- Non-residents of East Gwillimbury may use the Internet workstations or wireless network as guests of the Library. Visitors wishing to use the Internet workstations or the wireless network must sign up at the reference desk.
- All restrictions set out in this policy apply to guests, including those regarding Internet permission for patrons under the age of 14.

Wireless

- The Library's wireless network is available to patrons in the Library during the Library's regular hours.
- Patrons must supply their wireless device. The Library does not guarantee the reliability or security of a patron's connections to the network or to the Internet.

Responsible Computer and Hotspot Use

- It is expected that users will access the internet in such a way that does not disturb others and it respectful to their fellow patrons.
- Installing, downloading, or modifying any software on the Internet workstations or HotSpots is prohibited.
- Any damage to Library computers or their peripheral devices is the responsibility of the patron. Abuse of the equipment or the service will result in the patron being denied further access to the Internet workstations and the wireless network. Malicious damage may result in prosecution.
- Patrons may not use the Internet workstations, HotSpots or the Library's wireless network for any illegal activity or to place material on the Internet related to any illegal activity. Patrons are subject to federal and provincial legislation regulating

Internet use, including the provisions of the Criminal Code regarding obscenity, child pornography, sedition, incitement of hate, etc.

- Any illegal activity will result in the patron being denied further access to the Internet workstations, HotSpots and the wireless network.
- Library reserves the right to terminate a patron's public or wireless Internet connection at any time, or to withdraw a patron's wireless access or HotSpots use privileges entirely, should misuse of internet be detected.
- The Library is not responsible for unattended laptops or other devices. The Library is not responsible for any damages sustained by patrons' wireless devices or their contents while using the Library's wireless network or HotSpots.

Library Patrons' Rights

Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings. For legal reasons complaints from patrons that a user is accessing legally prohibited material may result in an EGPL staff member intervening. The same confidentiality standards and procedures that apply to other library/public transactions will apply to the use of Internet resources. EGPL will make a best effort not to store any individual information on patron Internet use or other EGPL electronic information sources. EGPL may store cumulative, generic statistics to assure equitable access or measure service utilization and direct information subscription purchases.

Library patrons have the right to equitable access to electronic information networks.

The Library is committed to meeting the needs of patrons with disabilities and will provide, upon request, alternate formats and communication supports, in compliance with the *Integrated Accessibility Standards Regulation, Ontario Regulation 191/11* and the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*.

Approved Date: March 25, 2019	Motion #: SR2019:19
Effective Date: March 25, 2019	

Appendix A: Internet Permission Form



PARENTAL PERMISSION FOR INTERNET WORKSTATION OR WIRELESS NETWORK USE

In order for a Library patron under the age of 14 years to use the Library's Internet workstations or wireless network, this form must be signed by his or her parent or legal guardian.

As the parent or legal guardian of _____,
(PLEASE PRINT)

I give permission for my child to use the Internet workstations and/or wireless network at the East Gwillimbury Public Library, with the understanding that I am responsible for monitoring his or her appropriate use of these services. I confirm that I have read and will abide by the Library's Public Internet Use Policy.

Name of Parent or Legal Guardian: _____
(PLEASE PRINT)

Signature: _____

Date: _____

