



Public Internet Use Policy

Authority: Library Board

Date Created: November 2001

Date Reviewed: November 2020

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 customer access/responsibilities and Library responsibilities.

Scope

This policy applies to all users who access the Library's Internet or use Internet workstations. The terms and conditions of this policy require customer 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 customer 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 Internet 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 customers will find controversial or inappropriate. Library customers access the Internet at their own discretion.

The Library offers loanable HotSpot devices to customers 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 customers will find controversial or inappropriate. Library customers access the Internet at their own discretion.

Guidelines

Library Cards

- Customers do not require a library card to use the Internet workstations. Use of the Library's wireless network is free and does not require a Library Card.
- Customers do require a library card to borrow a HotSpot.

Internet Workstations

- The Library reserves the right to manage the length of time for Internet sessions
- The Library provides Internet workstations that are adapted for people with disabilities.

Children & Youth

- Children's Internet workstations are not filtered 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.
- Parents or guardians wishing to restrict their child's Juvenile Library Card from access to Internet Workstations can request a restriction by completing the Parental Request for Internet Workstation Restriction Form (See Appendix A).
- Children at the age of 9 or under must be supervised by a parent when using computers in accordance with the Library's Children's & Youth Services Policy.

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 request access through a service point.
- All restrictions set out in this policy apply to guests, including those regarding Internet permission for Children & Youth.

Wireless

- The Library's wireless network is available to customers in the Library during the Library's regular hours.
- Customers must supply their wireless device. The Library does not guarantee the reliability or security of a customer'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 is respectful to their fellow customers.
- Installing, downloading, or modifying any software on the Internet workstations or HotSpot is prohibited.
- Any damage to Library computers or their peripheral devices is the responsibility of the customer. Abuse of the equipment or the service will result in the customer being denied further access to the Internet workstations and the wireless network. Malicious damage may result in prosecution.

- Customers are expected to respect existing laws regarding copyright. The Library assumes no responsibility for infringement of copyright and other intellectual property rights (*Copyright Act (R.S.C., 1985, c. C-42)*).
- Customers 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. Customers 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 customer being denied further access to the Internet workstations, HotSpots and the wireless network.
- The Library reserves the right to terminate a customer's public or wireless Internet connection at any time, or to withdraw a customer's wireless access or HotSpots use privileges entirely, should misuse of the Internet be detected.
- The Library is not responsible for unattended laptops or other devices. The Library is not responsible for any damages sustained by customer's wireless devices or their contents while using the Library's wireless network or HotSpots.

Library Customers' Rights

Library customers 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 customers and staff in public access settings. For legal reasons, complaints from customers 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 customer 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 customers have the right to equitable access to electronic information networks.

The Library is committed to meeting the needs of customers 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)*.

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Appendix A: Internet Permission Form**PARENTAL REQUEST FOR INTERNET WORKSTATION RESTRICTION**

This form is to be completed if a parent or guardian wishes to restrict access to the Library's Internet workstations to a child with a Juvenile Library Card. This form must be signed by their parent or legal guardian. By completing this form, the listed child's personal library card will no longer provide access to library workstations. Completing this form does not restrict access to the Library Wireless network.

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

I request that the library restrict access to Internet Workstations at the East Gwillimbury Public Library, with the understanding that the Library cannot be held accountable if the child circumvents technical restrictions placed on their account. 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: _____