



# Pittsford Community Library Policies

## Computer and Internet Safety and Use Policy

*Adopted by the Board of Trustees on April 4, 1996*

*Revised and approved by the Board of Trustees on December 11, 2024*

The Pittsford Community Library ("the Library") offers Internet-enabled computers and wireless Internet access (Wi-Fi). These provide users with access to a vast array of electronic resources that supplement the Library's material collections and are also available for educational, informational, and recreational purposes. The Library affirms and upholds the American Library Association's Library Bill of Rights, which supports the right of everyone to access constitutionally protected material in any format.

### Internet Safety for Users and Minors

As a member of the Monroe County Library System (MCLS), the Library provides public internet access through the MCLS automation network and adheres to the MCLS Internet Access Policy Statement. This policy states that, "It shall be the policy of the Monroe County Library System to be in compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Protection Act (NCIPA)." As such, it is the policy of the MCLS and the Library to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the CIPA.

### Access to Inappropriate Material

To the extent practical, technology protection measures shall be used to block or filter access to inappropriate information.

Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. Users should inquire at the Information Desk about submitting a request to unblock a website. Requests will be reviewed by the Library Director.

### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the computer network when using electronic mail, social media, direct messaging, and other forms of direct electronic communications.

Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Parents and caregivers are responsible for supervising their children's computer access and are encouraged to learn about the Internet and help their children use it wisely. The Library has taken certain measures to assist in the safe and effective use of these resources by all minors (age 17 and under). The Library is proactive by:

- Installing and maintaining free educational and recreational programs and databases that help users safely and effectively search and navigate the Internet.
- Providing training programs and computer workshops.

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. The Library is not responsible for any liability that may occur as a result of the disclosure of financial or other personal information through Library computers or Internet services.

## **Guidelines**

Library staff will work with the public to ensure compliance with policy, guidelines, and procedures for computer usage and responsible Internet use.

The Library reserves the right to limit the amount of time of computer usage. Users are reminded that the Library's computers are located in public areas that are shared with people of all ages, backgrounds, and beliefs. Users are expected to consider this diversity and respect the rights of others when accessing potentially offensive information or images.

To achieve an atmosphere conducive to the best use of its resources, the Library has developed the following guidelines for the use of public computers:

- Users must be courteous and respectful when using computers and conform to the Rules of Conduct for Library Users.
- Users must log on to public access computers with their own library card (or guest card).
- Users are responsible for logging into a new, private session each time they use a computer, and for closing all applications, removing personal documents, and logging out of accounts, applications, and devices when they are done using Library computers.
- Sessions are logged off automatically and devices restarted after their assigned time has expired for privacy protection purposes.
- Users must complete computer tasks independently and perform their own Internet searches, though Library staff can provide assistance as time allows.
- The Library is not responsible for loss of information due to viruses or other problems, nor is it responsible for equipment malfunction, loss of data, or any damages to the user's peripheral equipment.

Users must NOT:

- Use Library computers or Wi-Fi for illegal activity.
- Use Library computers or Wi-Fi to access material that is obscene, child pornography, or material that is harmful to minors.
- Use any device to attempt to redistribute, share, or boost the Library's Wi-Fi signal.
- Use the Library computers or Wi-Fi for unauthorized access or "hacking."
- Circumvent or subvert security measures on either Library computers or Wi-Fi.
- Distribute unsolicited advertising.
- Invade the privacy of others by misrepresenting oneself as another user or attempting to modify or gain access to files, passwords or data belonging to others.
- Damage, vandalize, or modify hardware or software installed on Library computers.
- Install unauthorized software on Library equipment.
- Move or change the arrangement of Library computers and equipment.
- Engage in any activity that is harassing or defamatory.
- Deliberately propagate computer worms or viruses.
- Download copyrighted materials in violation of any copyright protection laws.