



Internet Access & Digital Device Policy	
ADOPTED DATE	07/22/1999
REVISED DATE	10/24/2024
REVIEW DATE	
REVISION #	4.1

# LIBRARY POLICY

## Internet Access and Digital Device Policy

### PURPOSE

Governing the use of: Library computers, printers, wireless access points, as well as any other devices used to access the Library's networks.

By accessing the Library's networks and WiFi, users are agreeing to the terms of this Internet Access and Digital Device Policy.

### POLICY

The Frankfort Public Library District is dedicated to the mission of providing access to information in all mediums. To that end, the Library delivers access to the Internet through managed public access computers and wireless Internet access (WiFi).

Internet access is filtered in accordance with the Children's Internet Protection Act, to filter out those sites that may be obscene, illegal, and/or contain child pornography. Patrons should be aware that filters are not 100% effective. If an adult patron believes that a website has been improperly blocked, the patron can notify the Library Director or designee of the filtered site. If notified, the Library Director can then determine if the filtering software can be changed to allow access to the site, if it was inappropriately blocked.

The Frankfort Public Library District does not and cannot control the content or quality of information obtained from sources that are accessed via the Internet. The Frankfort Public Library District neither controls, nor can be responsible for the online information, graphics, and messages accessible through the Library's computers and wireless access points and originating outside the Library. The Library assumes no responsibility for damage caused to patrons' equipment (hardware or software). Library users should consider the following when evaluating information obtained from the Internet:

1. Information obtained via the Internet may or may not be reliable, authoritative, accurate, or current.
2. Links to information on the Internet may not always be valid. Internet sites may sometimes be unavailable; this unavailability may occur unpredictably.
3. Certain information obtained via the Internet may be considered controversial by some library patrons.

Patrons are responsible for configuring their equipment to access the Library's wireless Internet access points. Library staff will only be able to provide a network address or name and password to the patron. The Library accepts no responsibility regarding the ability of patron-owned equipment to connect to the wireless network. Restricting or monitoring the access of minors on the Library's wireless network is the sole responsibility of the parent or guardian. Individuals accessing the Internet using their own equipment via the Library's wireless connection must comply with this Policy.

The Frankfort Public Library District urges library patrons to be informed consumers and to evaluate information obtained from the Internet. The Library cautions patrons about the potential damage of transmitting personal

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information, such as credit card numbers, via the Internet. There is no guarantee that your account(s) or email is private. Email users should not expect or treat email as confidential or private. Further, in case of a request from law enforcement authorities, your email and other data may be available to the requesting agency.

The Library makes no warranties of any kind in connection with its provision of access to and use of its networks and Internet. The Library shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user and/or their parents or guardians arising out of their use of its computer network or Internet.

Frankfort Public Library District cardholders must have current cards and be in good standing. Fines of \$10.00 or more must be paid before use is allowed of computers in the computer lab.

Computers are available on a first-come, first served basis.

Patrons without a Frankfort Public Library District card will be issued a guest pass for 90 minutes, which is eligible for two 30-minute extensions. One guest pass per user or simultaneous users per day will be issued.

There is a limit of two simultaneous users per computer.

The following activities are unacceptable:

1. Use of Library devices or Internet for any purpose that results in the harassment or defamation of others
2. Destruction of, damage to, or unauthorized alteration of the library computer equipment, software, or network security protocols
3. Disruption or unauthorized monitoring of electronic communications
4. Use of Library devices or Internet in any way that violates a federal or state law
5. Unauthorized copying of copyright-protected material
6. Unauthorized duplication of copy-protected software or digital recordings
7. Use of Library devices or Internet in any way that violates licensing or payment agreements between the Frankfort Public Library District and network or database providers
8. Accessing obscene or pornographic material
9. Disclosing, using, or disseminating any personal information regarding minors under the age of 18 without authorization from the minor's parent or legal guardian
10. Behavior that is disruptive to other users

The Library reserves the right to monitor patrons' use of the Internet and Library equipment to reasonably ensure compliance with this Policy. The Library reserves the right to classify any action, access, or operation as unacceptable.

Public access computers are located in public areas shared by patrons of all ages, backgrounds, and sensibilities. The Library expects patrons to recognize this and refrain from accessing potentially obscene or disturbing websites.

The Library Director or designee may suspend or terminate Internet privileges if the Library staff reasonably believes that any user has violated this policy. Violation of this policy may result in Internet privileges being suspended or revoked, and may include contacting law enforcement authorities and/or legal action if determined appropriate. Future Internet or computer use and/or other Library privileges may be modified and/or suspended in their entirety at the discretion of the Library. The Library Director will review these matters on a case-by-case basis and will take into consideration all applicable policies.

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Illegal acts involving library computer and wireless access point resources may be subject to prosecution by local, state, and/or federal authorities.

In order to preserve the integrity of the library computer network, patrons are prohibited from installing software on Library computers. However, patrons may use personal storage media to transport and save data. Personal files cannot be saved to the hard drives of the Library computers. Personal storage devices left in the Library will be kept for two weeks and will then be disposed of.

Library staff will assist patrons as time permits, but staff cannot offer extended personal instruction. It is also not possible for staff to evaluate or judge the quality or merit of every site that a patron may access. The Library collection includes instructional materials for using the Internet, and formal computer instruction is available at scheduled times.

### **Youth Internet Access and Computer Use**

The Library has no control over the content on the Internet. Parents or legal guardians must accept full responsibility for teaching their child appropriate Internet behavior and for supervising the child's use of the Internet so that inappropriate matter is not accessed. Parents are advised to have a discussion about safe and appropriate Internet use with their children, which should include guidance about use of email, social media, and other forms of direct electronic communication. Parents should stress that no child should share personal identifying information over the Internet. As with library materials, restriction or regulation of a child's access to the Internet through the Library's computers or WiFi is the responsibility of the parent or legal guardian.

Children under the age of 9 years must be accompanied by an adult or other guardian during use of the library's computers. Library staff will not monitor children's use of the computers.