

Section of Manual Gravenhurst Public Library	Effective Date Revised May 16, 2007
Subject Internet Access Policy	Policy No. 33

POLICY

The Gravenhurst Public Library provides access to computer equipment, programs, databases and the Internet (collectively, the “computer resources”) for informational and educational purposes.

PURPOSE

To ensure that the computer resources, are used correctly and only for legal purposes by both staff members and patrons.

PROCEDURE

The Criminal Code of Canada states:

“Every one commits an offence who knowingly, without lawful justification or excuse, a) sells, exposes to public view or has in his possession for such a purpose any obscene written matter, picture, model, phonograph record or any other thing whatever; b) publicly exhibits a disgusting object or an indecent show.”

Therefore, computer resources may not be used for the following purposes:

- Violation of any applicable laws or regulations.
- The accessing or transmitting of hate literature
- The accessing or transmitting of pornographic material
- Harassment of other persons or parties.
- Libel or slander of other persons or parties.
- Destruction of or damage to equipment, software or data belonging to the Library or other users.
- Gaining or attempting to gain unauthorized access to any computing, information, or communications devices or resources.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyright or other protected material.
- Violation of computer system security.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
- Violation of software license agreements.
- Violation of another person’s or party’s privacy.

- Any and all other matters which the Library, in its sole discretion, in consideration of the best interests of the public, determines to be an unacceptable purpose.

Violations of these guidelines will result in the immediate loss of the violators Internet privileges and his/her removal from the library.

Any library users involved in illegal activities will be subject to prosecution.

Users may not attempt to modify the hardware or software of any system, including downloading software or installing their own software. Any requests for providing additional software or hardware on the Library's computer systems should be directed to Library staff.

There is a limit of one (1) hour for computer use if others are waiting.

Usage will be on a first come first served basis. There is a limit of a one session booking per day.

The charges for Internet access:

- \$2.50 per hour
- \$1.50 for wireless access
- \$15.00 per year for one year individual membership
- \$30.00 per year for one year family membership

The Library does not monitor or control information accessible through the Internet and is not responsible for its contents.

Access by Minors

Parents or legal guardians must assume responsibility for deciding what Library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. The Library will make available resources to aid parents in guiding their children in the use of the Internet.

Parents or Guardians of children under the age of 14 must complete the Gravenhurst Public Library Computer and Internet Use Permission Form before minors are allowed to make use of the Library's computer resources (see Schedule "c").

Children 10 and under must be accompanied by a parent/guardian when using the Library computer resources.

Rules Governing Use

Due to the limited resources available for provision of public access to the Internet, the Library may set limits, for example, on use of large files of still or moving images or sound, or on downloading files in any medium. The Library also reserves the right to limit the amount of time an individual user can devote to a single session.

Users may not:

- Use the network to make unauthorized entry into other computational, informational or communication services or resources.
- Distribute unsolicited advertising.
- Invade the privacy of others.
- Make any attempt to damage computer equipment or software.
- Engage in any activity that is harassing or defamatory.
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties.

Violations may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

Public Users' Security

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.

Library Staff Responsibilities

The Library staff will publish operational procedures to control access to the Library's computer resources. These operational procedures may vary from time to time, and may include details such as the charging of fees, booking procedures and limits on the amount of time spent using the computer resources.

The Library staff will:

- Make users aware of our Internet access and use policies and procedures through signage and brochures.
- Take reasonable measures to ensure the privacy and confidentiality of Internet users.
- Make all workstations available to all members of the public, regardless of age.
- Provide staff assistance to Library Internet users whenever time and knowledge permits.

Signs will be posted at computers with regard to the usage of the Internet.

Compliance

The Library staff reserves the right to take appropriate action to insure compliance with this policy.

Violators may lose the privilege of using the Library's computer resources for a period of time or permanently.

Where appropriate, violators may be subject to prosecution.

**Gravenhurst Public Library
Computer and Internet Use Permission Form**

The Gravenhurst Public Library provides Internet access to the public in order to make available a vast array of information resources and to allow members of the public to become familiar with new information technology.

The Internet is a series of communication linkages leading to a highly diverse array of information content. Library patrons use it at their own risk.

The Library does not monitor or control information accessible through the Internet and is not responsible for its content.

Parents or legal guardians must assume responsibility for deciding which Library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use.

Parents are advised to consult resources available from the Library to aid parents in guiding their children in the use of the Internet.

The library's computer resources may not be used for illegal activities or to access or transmit hate literature or pornographic materials.

Violations of these guidelines will result in the immediate loss of the violators Internet privileges and his/her removal from the library.

Any library users involved in illegal activities will be subject to prosecution.

As the parent or legal guardian of the minor identified below requesting access to the Gravenhurst Public Library computer and Internet resources, I have read and discussed the issues identified above with my son/daughter.

I grant permission of the minor named below to access the computer and Internet resources of the Gravenhurst Public Library and recognize that individuals and families may be held liable for violations.

I understand that some materials on the Internet may be objectionable, and I accept my responsibility for guiding my son/daughter in the acceptable use of the Library's computer and Internet resources.

Signature of Parent/Guardian _____ Date: _____

Name of Minor (Son/Daughter) _____

If you should have any questions, please do not hesitate to contact the Gravenhurst Public Library at 705-687-3382.