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# IBERVILLE PARISH LIBRARY

## POLICY MANUAL

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Subject: **Internet Usage Policy**  
Code: **3-360**  
Section: **Service Policies**

### Internet Usage Policy

Iberville Parish Library provides resources in a wide variety of formats to meet the varied needs of its community. The Internet is an integral part of this service.

#### Acceptable Uses

Library patrons are encouraged to use public workstations for the following purposes:

- Research and educational information
- Unstructured navigation ("surfing") to locate sites of interest and to hone usage skills
- Printing from full text databases and other files
- Downloading public domain files, creative common license files, or other needed materials that do not infringe U.S. copyright law.

#### User Responsibility

The Internet is an ungoverned and unregulated source of both verified and unverified information. The Library has no control over the information contained on the Internet and is not responsible for its contents.

While a wealth of useful material is available, the Internet also provides access to sites containing material that some users may find offensive or objectionable. Furthermore, some sites may offer access to content that is inaccurate, outdated, illegal, unlawful, or obscene.

The Library cannot verify or be held responsible for the accuracy, reliability, quality, timeliness, or legality of information found on the Internet. The Library cannot be held liable for the conduct of Internet users. The Library may not be able to control access to materials or protect patrons from materials they may find offensive. Library users access the Internet at their own discretion and risk, and they are responsible for evaluating the validity and appropriateness of information accessed.

Due to the ungoverned nature of the Internet, the library is not responsible for any damage that may result from transmitting personal information (social security number, debit/credit card information, name, address, etc.) via electronic networks. Users should exercise caution when transmitting sensitive information through Internet websites, forms, and other modes of electronic communication.

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### **Prohibited Uses**

Patrons and staff may not use the workstations in the following situations:

- (1) Users may not send, receive, or display obscene materials, child pornography, and/or other materials prohibited under applicable local, state, and federal laws.
- (2) Illegal, unauthorized, unethical or commercial purposes.
- (3) Manipulation of internal hardware and/or software.
- (4) Sending, receiving, or viewing any material that may be reasonably construed as obscene or pornographic in accordance with Louisiana laws and CIPA (Child Internet Protection Act).
- (5) Unauthorized access to Library systems, computers and network, individuals' computers, devices, and networks or other entities' systems, computers, and networks, including so-called "hacking," and other unlawful online activities is forbidden. Prohibited uses will result in the loss of workstation privileges. Perpetrators of malicious damage to the system will be prosecuted to the full extent of the law. This prohibited use applies to all patrons/users of library computers, including those of minor age.
- (6) Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- (7) Each user shall abide by U.S. Copyright Law (Title 17, U.S. Code) concerning the unauthorized reproduction of copyrighted works, except as permitted by the principles of "fair use." The Library expressly disclaims any liability or responsibility resulting from such use. Responsibility for any consequences for copyright infringement lies with the user.
- (8) Users may not present themselves or the library by using computer accounts, access codes, numbers, passwords, signatures, or network identification assigned to others. This includes using someone else's personal library card to utilize the computers.
- (9) Users may not invade the privacy of others at any time or in any way.
- (10) Users may not make any attempt to damage or alter the library's computer equipment, software, or data and/or the equipment, software, or data of others.
- (11) Due to the danger of a computer virus affecting the Library computer system, users may not download any malicious software or other files to the computer's hard drive or to any portable drive attached to a public computer. The library reserves the right to determine if downloaded material or files may be harmful to its public computers, public network, and public wi-fi.

### **Internet Safety Policy to Protect Minors & CIPA Compliance**

Iberville Parish Library complies with the federal Children's Internet Protection Act through its declared *Prohibited Uses*.

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A CIPA compliant filter has been installed to restrict access to Internet sites and materials deemed harmful to minors. Due to the constantly evolving nature of technology and the Internet, the filter may not catch everything that a parent or guardian may deem unsuitable.

Therefore, it is the responsibility of a minor child's parent or guardian to provide the necessary guidance and oversight of their child's Internet usage while at the library. This includes a minor's use of email, chat rooms, social networking sites, forums or other forms of direct electronic communications with other individuals.

Parents and guardians must ensure that they take all appropriate parental and guardian actions in respect to the use of the Internet at the Library by their minor children. The Library and its staff cannot act in the place of a parent or guardian.

### Limitations of Use

- **Filter:** In accordance with the Children's Internet Protection Act, web content filtering has been enabled on the library's network.
- **Time:** Initial sign-up time is one hour with possible thirty-minute extensions on available time slots.
- **Age:** Because of the high costs and delicate nature of complex electronic and mechanical equipment, minors under the age of thirteen (13) will be required to have a parent or adult guardian present when using the workstation. Minors aged thirteen (13) through sixteen (16) may need the permission of parent or guardian to use library computers unsupervised.
- **Parental Supervision:** Parents of minor children must assume responsibility for their children's use of the Internet through the Library's computers regardless if they are present at the time of use.

### Financial Responsibility

The library reserves the right to seek monetary recovery for the cost of replacement and/or repair of any equipment destroyed or damaged through the intentional or negligent act of any user.

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### **Rules for Use of the Internet**

- (1)** Each user shall agree, by advancing beyond the initial computer screen, to abide by the Iberville Parish Library Internet Usage Policy at the start of each usage session.
- (2)** Users agree and understand that usage of public access computers and/or publicly available Internet via ethernet or wi-fi may be monitored remotely.
- (3)** Violation of the Library's Internet Use Policy and of any other rules or regulations may result in the loss of access to the Internet through the Library's Internet connection and/or the loss of other library's privileges. Unlawful activities may result in prosecution by local, state, and/or federal authorities.

**Iberville Parish Library reserves the right to make any changes in this policy at any time.**

**Amended: September 21, 2023**