Computer, Internet, and Wireless Network Use Policy

Ritzville Library District #2 provides access to the internet to facilitate research, learning, cultural enrichment, recreational pursuits, and personal development. RLD2 provides public computers with standard computer software that can be used to access the internet. In addition, users may use their own devices to access the internet on the library's wireless (Wi-Fi) networks. In compliance with the Children's Internet Protection Act (CIPA), RLD2 employs internet filtering software and other technology protection measures on all public computers and Wi-Fi networks.

Monitoring
RLD2 does not monitor and has no control over the information viewed through the internet and cannot be responsible for its content.

Privacy and Confidentiality
Users should be aware that the internet is not a secure medium and that third parties may be able to obtain information regarding user's activities.

At some locations, the library's Wi-Fi may be an open, unsecured public access network. The library advises users not to transmit personal information (e.g. credit card numbers, passwords, and any other sensitive information) while using any wireless access point. RLD2 is not responsible for any information that is compromised while using library computers or networks.

RLD2 will not release information on the use of specific internet resources by members of the public except as required by law or necessary for the proper operation of the library.

Access by Minors
Parents and/or legal guardians are responsible in determining and monitoring their minor children's use of the internet. The library cannot assure children's safety and security while using the internet in the library. However, in order to comply with CIPA, the library has taken certain measures to assist in the safe and effective use of internet by minors. These measures include employing internet filtering software and other technology protection measures on all public computers and Wi-Fi networks.

Minors must have a *Computer & Internet Use Agreement* form signed by their parent and/or legal guardian before they can access the library's computers.

Filtering
RLD2 prohibits the following while using any library resource: engaging in illegal activities; accessing, viewing or printing any illegal, obscene or sexually explicit material; and engaging in activities that compromise computer or network security.

RLD2 uses filtering technology as required by CIPA which mandates that any public library using federal funding must filter internet access to visual depictions that are (a) obscene; (b) child pornography; or (c) harmful to minors (as defined in the United States Code[1] and case law).

A user may request that an internet site be blocked or unblocked for "bona fide research or other lawful purposes,"[2] by contacting library staff. The site will be reviewed in a timely manner, and a decision about whether to block or unblock the site will be made in accordance with RLD2 guidelines.

Network and Computer Security
RLD2 is not responsible for any personal information that is compromised or for any damage caused to personal hardware or software due to security issues while using library computers, internet or networks.

Library computers provide basic software and the ability to transfer content to mobile storage. User files cannot be stored on library computers. RLD2 is not responsible for data that may be lost or damaged while using library computers or while transferring data to mobile storage.

For security and network maintenance purposes, RLD2 may monitor individual equipment or Wi-Fi network traffic at any time. RLD2 has the authority to disconnect any device from library Wi-Fi networks that violates the practices set forth in this policy or any related policies.

Rules Governing Use
Due to the limited resources available for provision of public access to the internet, RLD2 reserves the right to limit the amount of time an individual user has during a single day.

The public must comply with all federal, state, and local laws, including laws governing the transmission and dissemination of information, while accessing the internet. Furthermore:

Users must
- Have a valid library card that is in good standing (e.g. no fees in excess of $5)
- Have a signed *Computer & Internet Use Agreement* form on file
- Use library computers and networks in a manner consistent with the purpose of the library, and with respect and consideration for other library users

Users may not
- Use library computers or networks for any illegal activity, including child pornography, online gambling, etc.
- Attempt to destroy or damage equipment, software or data belonging to the library
- Attempt to alter software configuration or install software on library equipment or networks

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[1] The Children's Internet Protection Act (CIPA) provides United States Code citations for the definitions of "obscene" (18 U.S.C. § 1460) and "child pornography" (18 U.S.C. § 2256). The Act itself defines "harmful to minors" in Section 1703 (b)(2). Full text of CIPA from US Government Printing Office: http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf
[2] Federal Communications Commission's Children's Internet Protection Act (CIPA) Guide: http://www.fcc.gov/guides/childrens-internet-protection-act

- Attempt to bypass filtering or security systems on library equipment or networks
- Make unauthorized use of library accounts, access codes or network identification numbers
- Make unauthorized copies of copyrighted or other protected material
- Harass other computer users or violate another user's privacy

Compliance
RLD2 reserves the right to take appropriate action to insure compliance with this policy. Violation of this or any related policy may be cause for a temporary or permanent prohibition from future use of library equipment or facilities. Appeals can be made in writing to the Library Director.

Illegal activities will be reported to law enforcement.

Computer & Internet Use Agreement

By signing below, I acknowledge that I have read and understand the Ritzville Library District #2 *Computer, Internet and Wireless Network Use Policy*. I agree to fully comply with all terms, conditions, and requirements of this policy. I acknowledge that any violation of this policy may result in suspension or revocation of library privileges at the sole discretion of library administration.

In addition to the above, I agree to the following:

1. Before using a computer, you must sign in with staff at the front desk. Use is on a first come, first served basis.
2. Patrons owing fees more than $5.00 are not allowed to use a computer until the fee total falls below $5.00.
3. Computers may be used for up to one hour a day, subject to staff discretion. If another person is waiting for a computer, you may be asked to get off after 30 minutes. People doing classwork, online exams, etc. have priority on the computers and are allowed extended use with staff approval.
4. Only one person may use a computer at a time, except with staff permission.
5. Log out of all websites and close all internet windows when you are done to protect your privacy. Log off the computer before you leave.
6. Items saved to the computer are erased after the computer sits idle for more than 10 minutes. Save your documents to a jump drive or email them to yourself as an attachment.
7. Printing is available from every machine. Black and white printing is $0.15/page. Color printing is $0.25. You are responsible for all pages you print. Pick up and pay for pages at the front desk.
8. Staff are available to answer questions regarding the internet, software, computer hardware, and email.

Parents are responsible for monitoring their children's computer and internet use at the library.

_____   _____
Your Signature   Date

_____   _____
Parent/Guardian Signature (if under 18)   Date