White Oak Library District
Internet and Electronic Resources Policy

General Terms
The Internet is a global collection of computer networks that connects thousands of computers all over the world. Use of the White Oak Library District's Internet computers will provide patrons with access to the vast amount of information available through these connections. It is important to note that the District has no control over these resources nor can the District have complete knowledge of what is on the Internet. Information on the Internet may be reliable and current or it can be erroneous, out-of-date, illegal, offensive, or controversial. As with all other District resources, it is the responsibility of the user to select or reject online information and exercise good judgment in their use of the Internet.

Although the District uses electronic means to limit access to illegal material, it is also incumbent on each user to avoid using District resources to engage in illegal activity. Illegal or prohibited acts shall include but are not limited to: unauthorized copyright use such as unauthorized downloading of copyrighted content; viewing obscene and/or illegal content; falsification of documents; violating software licenses; damaging or attempting to damage District equipment, software, or software configurations; compromising system security; negatively impacting network performance; libel or slander; misrepresentation; solicitation; harassment or cyber-bullying.

Wi-Fi and Personal Electronic Devices
The White Oak Library District provides public access wireless Internet (Wi-Fi) service to serve the needs of our communities. Though the District strives to provide fast and effective Wi-Fi service for all library patrons, in times of need the bandwidth utilized by our Wi-Fi may become subordinate to other needs of the Library. Once a patron connects a personal electronic device to the Wi-Fi network, all other directives within this policy will apply as though the connection were being achieved using a District-owned computer.

Use of sound-muffling headphones or muted sound on laptops, tablets, or other personal electronic device is required to avoid disturbing the staff or other patrons. Though there are many electrical outlets available for patron use, access to aisles, exits, library materials, exhibit cases or other resources must be left unobstructed at all times. Patrons shall not leave personal equipment unattended. The library is not responsible for equipment that is lost or stolen. The District assumes no responsibility for any damages, direct or indirect, arising from use of its computer network or from its connection to other Internet services. The District reserves the right to end a Wi-Fi session at any time.

Privacy
In general, the District will treat information stored on computers as confidential. Requests for disclosure of information will be honored only when approved by the appropriate library administrator, when authorized by the owners of the information, or when required by local, state, or federal law. Users should note that, in general, the Internet is a very insecure form of communication, and should take precautions when disclosing personal information. The District cannot accept responsibility for any information stored on or transmitted using its network.

Children and the Internet
As a public library district, we provide children's access to computers as part of our commitment to meeting the informational, educational, and recreational needs of our communities. As with all Internet access, our children's Internet stations provide users with access to vast amounts of information that may be reliable and current or it can be erroneous, out-of-date, or controversial. It is important to note that the children's Internet stations are solely for the use of children in grade 8 or younger. Adults are

not allowed to use the children's Internet workstations unless it is with their child, in a mentoring atmosphere. It is the responsibility of a child's parent or legal guardian to select or reject online information for their child's use.

The Children's Internet Protection Act (CIPA), passed by Congress in 2000 and upheld by the Supreme Court in 2003, requires libraries receiving certain types of federal funding to equip Internet-access computers with a technology protection measure that blocks or filters visual depictions that are obscene, contain child pornography or are harmful to minors.

White Oak Library District uses router-level keyword throttling to prevent access to obscenity, child pornography and materials harmful to minors. Because the Library Board has no control over Internet content and cannot have complete knowledge of what is on the Internet, as a further protection the workstations designated for use by the youngest children are also configured to access only those sites that have been pre-screened and found to meet the highest standards. Though the District makes every effort to insure a safe and productive electronic environment for children, our safeguards are reliant upon properly functioning computer software and hardware devices, and thus the District makes no guarantee specific or implied about the effectiveness of these electronic measures.

As with other library materials, parents and legal guardians who are concerned about their child's use of the Internet should provide guidance to their own children and should monitor their use of this resource. Only parents or legal guardians have the right to define what material or information is consistent with their personal and family beliefs, and only they can apply those values for themselves and their children in the Library. The library does not act as parent.

Conclusion

The Library Director, as the executor of the policy for the Board of Trustees, has discretion in determining what use is in the best interest of the library and is authorized to act accordingly, including limiting the use of the computers or electronic resources by individuals whose activities interfere with Library operations or adversely affect public usage of our resources and services. The District reserves the right to amend its policies at any time.

Electronic Resources User Privileges

Users of the District's electronic resources have the privilege to:
1. Use the electronic resources in a private manner to the extent possible in a public setting.
2. Access public resources not directly controlled or sanctioned by the District.
3. Use the District's electronic resources in a manner equal to that of other patrons.

Electronic Resources User Responsibilities

Users of the District's electronic resources have the responsibility to:
1. Have basic knowledge regarding the operation of personal computers.
2. Adhere to time limits imposed for the fair and equitable use of electronic resources.
3. Treat staff and fellow patrons with respect.
4. Treat District computer equipment with respect and care.
5. Use the District's electronic resources only for legal purposes.
6. Use the District's electronic resources in ways that do not interfere with others' use of the resources, and any outside resources to which they are networked.
7. Refrain from the public display of inappropriate material (as defined by library staff to be something that may cause a disturbance or impede another person's use of District resources).

Approved by the Board of Trustees on April 26, 2016