



**SUBJECT: PUBLIC INTERNET AND TECHNOLOGY USE POLICY**

**Policy No: 2023-25**

**Date: November 20, 2023**

**Review Date: November 2027**

**Pages: 3**

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## **PURPOSE**

This policy provides guidelines governing the use of the public computers offered at the Innisfil ideaLAB & Library.

## **POLICY**

### **General**

Innisfil ideaLAB & Library provides access to public computers, wireless Internet, and other digital devices at all locations to ensure equitable access to information and online resources, which is in keeping with its role in providing equal access to information and resources that meet the needs of the community. The Internet is recognized as an essential communication tool, necessary to participate as a full citizen in Canadian society.

### **Application**

All library customers who use the Library's public computers, wifi connection, and other digital devices such as tablets.

### **Guidelines**

Customers using the Library's public use devices must hold a valid Innisfil ideaLAB & Library membership. Non-residents, who are not members, and who wish to use a computer, may ask for a "guest pass".

Customers assume total responsibility and risk for access to and use of the Library's equipment, network, and internet service. The Library assumes no liability for claims of loss from use of Library computers or devices, the Library's internet service, and/or the Library's network.

Customers are responsible for any content they access online and for safe-guarding their information and privacy when using the library's digital devices and services.

Customers assume full responsibility for their online activities and their use of digital devices and services including any damages that may directly or indirectly result from this use.

Parents/guardians or caregivers are responsible for the children in their care and their use of digital devices and services including damage, loss and restricting access to materials and online. The public access computers in the Library are not filtered. No filtering system is completely effective or efficient and does not replace the supervision of a parent or guardian.

Individuals are expected to respect other library users when using library computers or tablets, or their own devices in the Library, including appropriate volume, content of material and appropriate viewing and listening behavior.

Computer access will be by appointment on a first-come, first-served basis, and may be made up to one day ahead of use. The number of reservations/uses allowed per day may be limited. Extensions of usage are available if there are no other reservations.

Use is limited to a reasonable number of people per terminal at a time, at the discretion of Library Staff. The person logged into the computer with their Library membership is responsible for the condition of the equipment during their session.

Library Staff Members are available for assistance; however their time may be limited, and customers who require extra help or training are encouraged to take advantage of Library computer training programs.

The Library is not responsible for the security and privacy of any online transactions, including any financial transactions which customers may engage in while using Library computers or the Library's wireless internet service.

The Library is not responsible for any infringement of copyright, or any other violations that occur during the course of using Library technologies. All users must observe all current applicable laws, including but not limited to copyright laws, licensing agreements and may not create, access, display or distribute illegal material or material that in the opinion of the Library Staff may be considered obscene, harassing (as defined under the Ontario Human Rights Code), racist, malicious, fraudulent, libelous, or offensive.

### ***Contravention of Policy***

Any user who introduces a virus, misuses or damages Library equipment, or who attempts to delete or modify either hardware or software will be prohibited from using this service and will be held liable for all damages.

Failure to comply with the Library's Public Internet and Technology Use Policy and the prohibited activities listed above may result in loss of computer and/or internet access, the cancellation of Library membership, and possibly banning from the Library. Unlawful activities may result in prosecution.

This policy is subject to change without notice.

### **Related Policies:**

*Electronic Communication Policy*

*Information Technology Policy*

*Website Policy*

*Rules of Conduct*

Approved by the Innisfil Public Library Board, November 20, 2023

Motion Number: 2023.80

Supersedes Policy #2019-21, approved December 2, 2019, Motion #2019.80; and Policy #2014-10, approved April 22, 2014, Motion #2014.29; & #2011-08, approved April 18, 2011, Motion #2011.26; & Policy #2008-07, approved March 17, 2008, Motion #2008.20; & Policy #2006-22, approved June 12, 2006, Motion #2006.61.