

Killingly Public Library

Public Computer and Internet Policy

# Access

Killingly Public Library is pleased to offer free public computer workstations during library hours. A valid Connecticut library card is required to login. Guest passes are available with photo ID. Users under the age of 14 must have a signed permission slip on file. Children under 7 must be supervised by a caregiver at all times. Children’s area computers are reserved for use by children under 14 and their accompanying caregivers.

This policy is designed to promote access to the Internet while protecting children from exposure to inappropriate material, as well as the public from unlawful access to and use or disclosure of personal information, and unauthorized access to legally restricted areas.

The Internet Policy’s purpose is to prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; to prevent unauthorized access and other unlawful online activity; to prevent unauthorized online disclosure, use, or dissemination of personal identification information; and to comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

# Time Limits

The library strives to ensure equal access for all users. For that reason users are granted two 60-minute sessions each day. Please monitor your session timer located in the top-right corner of each screen. **If your session expires while you are working, all work not saved will be lost.** Users may request a manual time extension from circulation staff after receiving the 10-minute warning. Extensions are granted at the sole discretion of library staff based on the demand for public computers and the individual user’s total usage.

# Terms of Use

We ask that you please:

1. Use **headphones** when listening to audio (available at circulation).
2. **Respect time limits** and promptly vacate public workstations when your session expires.
3. Save your work to **portable storage**.
4. **Refrain from tampering** with workstation hardware, software, or settings. Personal software is prohibited.
5. Access **legal and appropriate online content** only.
6. Only **share personal information safely**, securely, and with trusted websites.

**Patrons found to be violating these terms risk loss of internet and/or library privileges.**

# Filtering, Security, and Privacy

In compliance with CIPA, the Library filters all its computers, and all access to the Internet through its network, to protect against access to obscene visual depictions, child pornography, and/or other material harmful to minors, as required by law.

The filter may unintentionally block sites that have legitimate research value and fail to block objectionable content. Users should be aware that Internet filtering software installed for CIPA compliance should not substitute for individual judgment and/or parental involvement and oversight.

As the law requires, the Library will disable filtered Internet access to persons 18 or older who request it for bona fide research or any other lawful purposes.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (c) dissemination and viewing of obscene visual depictions, child pornography, and/or other materials harmful to minors.

The Library affirms and acknowledges the rights and responsibilities of parents and caregivers to monitor and determine their children’s access to library materials and resources, including those available through the Internet.

Parents or caregivers are responsible for the Internet information selected and/or accessed by their children. Children, defined as individuals under 18 years of age by Connecticut State Statute, who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and teens and to monitor their children/teen’s use of the Internet.

To assist parents, the Library has available on-line and in print the pamphlet, [Keeping Kids Safer on the Internet](http://www.netsmartz411.org/), published by the National Center for Missing and Exploited Children. Parents are encouraged to review this information with their children.

**Users should be mindful that the Internet is not secure** and third parties may be able to obtain information about any user’s browsing activities, including any personal information disclosed online. All library computers are equipped with malware and disk security software, and information stored on each computer is erased nightly, but no security solution is impervious. Users should take appropriate measures to safeguard personal information. **The library’s public WiFi network is unsecured**. Users of personal devices on the library network are responsible for their own security. Library staff cannot troubleshoot personal devices.

# Computer Assistance

The library’s Technology Specialist, when available, can provide limited walk-in assistance with library computers and software, e-resources, printing, and general internet use. Appointments for one-on-one computer assistance or instruction can be requested at the main desk. Appointments are accepted at the discretion of the Technology Specialist. **Ask about the library’s current technology education offerings.**

# Printing

Printing is available from any library computer at a cost of $0.10 per black/white page, or $0.25 per colored page on letter or legal sized paper. Please provide your computer’s ID (i.e. A7) at the circulation desk to pick up and pay for your prints. Users are responsible for all documents sent to the printer, including those that print incorrectly due to user error. Users may not use personal paper in library printers. Printing is not available via WiFi.