	POLICY: **Internet**		POLICY NO.: **OP – 04**
	CATEGORY: **Operational**	LAST REVIEW/ REVISION DATE: June 2022	SCHEDULED REVIEW DATE: June 2025

1. Purpose

King Township Public Library (KTPL) considers access to the internet an extension of our material collections. Public computer and wi-fi access are provided at KTPL to ensure equitable access to information and online resources. This policy establishes the provision of internet services and the acceptable use of these services.

2. General Guidelines

1. The internet functions in an unregulated, global environment and, therefore, provides access to a wide variety of resources over which the Library has no control. At the same time, KTPL will ensure that access to, and use of, the public network is compatible with the King Township Public Library policies FN – 04: *Intellectual Freedom* and OP – 02: *Confidentiality & the Protection of Privacy*.

2. The provision of access does not imply that KTPL endorses the content or point of view of any of the information which may be found on the internet, nor does it mean KTPL is responsible for the accuracy of the information available on the internet. It is the responsibility of the user to verify the authenticity and/or reliability of the information accessed.

3. KTPL assumes responsibility only for the information provided on its own website and is not responsible for links or secondary links from its website.

4. Children, defined as ages 0-16, may access all information and use all resources provided by KTPL. Parents or guardians are responsible for internet use by children, including supervising which resources and level of network access are appropriate for their children.

3. Access

1. Wired and/or wireless access to the internet is free.

2. KTPL provides workstations that are adapted for people with disabilities.

3. KTPL reserves the right to set time limits or ask users to limit their time on the public computers and other Library-owned digital devices.

4. KTPL does not use filtering software. It is the position of the Board that the technology is contrary to the principle of intellectual freedom and that it is not effective in making the internet safer for children nor in preventing criminal activity. Accordingly, the Library encourages people to be mindful of the possibility of exposure to unwelcomed content.

5. The internet is not a secure medium. Library users are responsible for their online security and for protecting their personal information while using the Library's internet services.

6. User-created files shall not be saved on the Library's computers. Files that are saved will be removed. Users may store files on personal removable storage media. The Library is not responsible for lost work or files.

4.   Acceptable Use

To ensure equitable access to the public network and efficient use of resources, KTPL sets rules for public network access and reserves the right to modify these whenever and wherever appropriate. Users who violate the rules may have their library privileges suspended.

1. The rules for acceptable internet use are:

   a. Public computers are shared resources and should be regarded as such.

   b. Use of public computers and devices should not disturb others.

   c. When viewing the Internet, users should be respectful of sensibilities of others.

   d. Users are subject to federal, provincial and municipal legislation regarding internet use. Examples of such illegal activities include, but are not limited to: cyberbullying, harassment or stalking; libel, illegal commerce or solicitation; "hacking" or tampering with other computer systems; and viewing, downloading and/or printing child pornography. Illegal use will be reported to the police.

   e. Users of the public network may not violate or circumvent copyright and other intellectual property rights. KTPL will promote fair use copyright principles and will advise users of their legal responsibilities regarding these.

   f. Vandalism or theft of library property, including computers, other Library-owned equipment or software is prohibited.

   g. Installing software, viruses or other programs is prohibited.

Related Documents:

OP – 01: Circulation Policy

OP – 02: Confidentiality & the Protection of Privacy

OP – 09: Accessibility: Meeting the Requirements of the AODA Regulations

FN – 04: Intellectual Freedom Policy

ORIGINAL DATE ADOPTED:	May 20, 2008	**ORIGINAL MOTION NUMBER:**	5-5/20/08
DATE(S) AMENDED:	April 18, 2017 May 15, 2018 June 14, 2022	**MOTION NUMBER(S):**	2017-4-06 2018-5-05 2022-06-06