



RICHMOND HILL PUBLIC LIBRARY

INTERNET USE POLICY

1.0 PURPOSE AND SCOPE

The Library will provide public access to the Internet and wireless network to enrich choices to information resources.

2.0 POLICY STATEMENT

The Richmond Hill Public Library provides access to the Internet and Wireless Network which reflects the Library's values of accessibility, diversity, intellectual freedom, innovation, respect, literacy and lifelong learning, and accountability.

Our Strategic Plan outlines the Library's purpose:

We are your library. Your knowledge centre.

When you need to solve a problem, make a decision, learn, read, enjoy or explore an issue we integrate the sources with the expertise to help you to build your life and build your community.

Public Computer Internet access and Wireless Network Internet access are provided at Library sites to ensure equitable access to information and online resources. The Library considers Internet resources an extension of the Library's material collections for Library customers. This service is intended primarily to be an information resource that complements the Library's traditional resources by providing users the ability to connect electronically to ideas, information and commentary from around the world.

3.0 GENERAL GUIDELINES

- .1 The Internet provides access to many resources for different age levels and reflects various points of view. Customers should be aware that information may not be accurate, complete, age-appropriate, or current.

- .2 The Library's public Internet computers are located in public areas and these computers and the Library's Wireless Network are shared by Library customers of all ages, backgrounds and sensibilities. Individuals are expected to consider other Library customers when accessing the Internet within the Library.
- .3 As with other library materials, children's access to the Internet and other electronic networks is the responsibility of parents and guardians.
- .4 The Library offers a mix of filtered and unfiltered public Internet computers. However, users should be aware that no filtering product can block all offensive sites. The Library assumes no responsibility for the accuracy and effectiveness of any installed filter.
- .5 The Richmond Hill Public Library's users are subject to federal, provincial and municipal legislation regarding obscenity, child pornography, sedition and the incitement of hate. The use of the Library's Internet services for illegal purpose is prohibited and may result in prosecution.
- .6 The Library offers Wireless Internet Network access. The Wireless Network is an open, unsecured connection. Like other unencrypted networks, it should be viewed as an unsecure resource. Since reliable and secure connections cannot be guaranteed, use of the Wireless Internet Network is at the user's own risk.
- .7 Damaging or modifying the Library's computer equipment, software, or network is prohibited and may result in loss of Library privileges, and legal and financial responsibility for damages.
- .8 To protect the Library's Internet service and users, the Richmond Hill Public Library reserves the right to terminate any Internet sessions, including a Wireless Internet connection, at any time or to withdraw Internet access entirely. The Library also reserves the right to modify or restrict access to the Internet, in full or in part, in order to carry out the service priorities of the Library.
- .9 Misuse or abuse of the Internet, library computers, programs, or failure to adhere to the *Internet Use Policy* may result in suspension of Internet access privileges and/or removal or banning from the Richmond Hill Public Library. Violation may also result in criminal prosecution by appropriate authorities.

4.0 TERMS AND CONDITIONS OF USE

Users of the Library's Internet service are required to agree and adhere to the following:

- .1 Users of Richmond Hill Public Library's Public Internet Computers or Wireless Internet Network should be aware that these services may not be used to (but not limited to):
 - Access sites or transmit materials which violate any Canadian federal or provincial law, and municipal legislation such as defamatory, discriminatory or obscene materials
 - Display (or disseminate) overt sexual images, child pornography, hate literature, illicit drug literature or obscene material
 - Send fraudulent, harassing, or obscene email messages
 - Infringe copyright
 - Invade the privacy of an individual
 - Send unsolicited commercial material or spamming
- .2 Customers must be aware that because of the nature of the Internet, privacy cannot be guaranteed on the Public Internet Computers. Customers should use caution before providing any personal information over the Internet. Richmond Hill Public Library assumes no responsibility for the security and privacy of on-line transactions.
- .3 Customers must be aware that Public Internet Computers are shared resources for all library customers. Use of Public Internet Computer is limited if others are waiting to use it.
- .4 The Wireless Internet Network is an open, public, unsecured, unencrypted connection. Like other unencrypted networks it should be viewed as an unsecure resource. Customers should keep the following in mind:
 - Use caution when submitting sensitive information over the Internet.
 - Enable a firewall and have up-to-date anti-virus, malware and spyware protection on your wireless devices.
- .5 Parents and guardians are responsible for their children's access and use of the Internet
- .6 To ensure equitable access to the Internet and efficient resources the Library had developed terms for use of the Internet and the Wireless network. The Library reserves the right to modify these terms when and where appropriate
- .7 All users must read and accept the Internet Use Agreement – Appendix I

5.0 ATTACHMENTS

- 1.0 *Internet Use Agreement - Richmond Hill Public Library*, dated November 17, 2016

6.0 RELATED POLICIES

- 1.0 Customer Code of Conduct (Dec. 2014)

Enriching Your Connections, Choices and Community

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