

<b>Policy Title:</b>	<b>Internet Access</b>
<b>Policy Type:</b>	<b>Public Service</b>
<b>Policy #:</b>	<b>PS 04</b>
<b>Policy Authority:</b>	<b>Board</b>
<b>Effective Date:</b>	<b>November 2021</b>
<b>Last Reviewed Date</b>	<b>June 2023</b>

## **PURPOSE**

To provide guidelines for public internet access and mobile hotspot usage in Clarington Public Library, Museum and Archives (CPLMA) branches, including guidelines for users' responsibilities and limitations of use. The policy also provides guidelines for accessing CPLMA's wireless network using one's own wireless-enabled device.

## **GUIDELINES**

1. Internet Access is provided to anyone free of charge.
2. Users of the CPLMA's public computers are also bound by the terms of CPLMA's Rules of Conduct.
3. CPLMA is not responsible for data transmitted or loss of information over the wireless network. Users should be aware that third parties may be able to obtain information about users' activities when using the wireless service to connect to the Internet. The CPLMA assumes no responsibility for the security and the privacy of online transactions or for any damage caused to a user's hardware or software.
4. CPLMA assumes no responsibility for laptops or other devices left unattended.
5. Mobile Hotspots can be borrowed by CPLMA members 18 years of age and older with a library card. The service will be deactivated if the item is not returned at the specified date.
6. Mobile Hotspots may be returned in-branch during operating hours or through any CPLMA drop-box. Members are responsible for any loss or damages during the lending period, including all components of the Mobile Hotspot and SIM card.
7. Members will be contacted if the Mobile Hotspot is returned damaged or missing components and notified of the charge for a replacement fee.

8. Internet service is available anywhere in Ontario within the Rogers Communications Cellular Network coverage area. International service and roaming are not available. Members who borrow Mobile Hotspots are limited to 25 GB of data per lending period. Up to fifteen (15) devices can be connected to a Mobile Hotspot at once.
9. The Mobile Hotspot components must be kept inside the carrying case when not in use. The Mobile Hotspot must not be exposed to uncontrolled temperatures.

The Clarington Public Library Board upholds the principle of intellectual freedom as it applies to all resources, including the Internet. The Board endorses the Canadian Library Association Statement on Intellectual Freedom, which ensures that all users, including children, have access to Internet resources.

1. To provide a safe and secure environment for users, CPLMA utilizes a commercial content filter to block sexually explicit or hate material based on the website's classification. However, no filter currently available is capable of blocking all content that may be offensive or disturbing to some users. CPLMA assumes no liability in the event the filter is not 100% effective.
2. All users have access to WIFI and all workstations. Public awareness and parental guidance remain key to making the best possible use of Internet resources. CPLMA cannot and does not act in place or in the absence of a parent or guardian and is not responsible for enforcing restrictions that a parent or guardian may place upon a minor's use of this technology.
3. CPLMA assumes responsibility for information developed by staff on the library's website. Beyond this, CPLMA does not control or monitor any of the information available through the Internet.
4. CPLMA reserves the right to review patterns of use of Internet workstations to ensure that its Internet policy is being followed.
5. CPLMA reserves the right to prohibit the access of material that in their judgment is inappropriate for viewing in a public area. This includes text or graphics.
6. Internet use is limited on a per-session basis and may be subject to a daily maximum number of hours per user depending on demand.
7. CPLMA does not assume responsibility for any damages, direct or indirect, arising from a user's connection to Internet services, including wireless services (filtered). Visitors make use of the wireless network at their own risk. The wireless network is not secure and is not encrypted. Any information sent or received using the wireless network could be intercepted by a third party.

8. CPLMA does not assume responsibility for infringement of copyright, software licenses, or other intellectual rights by Internet users.
9. By clicking on the "I Accept" button on the screen, you agree to follow the CPLMA's Internet Policy.
10. You are working in a public environment shared by users of all backgrounds and sensitivities. Please show consideration for fellow library users when accessing the Internet. Refrain from displaying content (text or images) that might reasonably offend others. Do not display overt sexual images on the screen. Respect the privacy of others.
11. You are responsible for any and all expenses incurred, or the potential repercussions to yourself or to a third party, as a result of having entered personal/banking/credit card information with your Internet use, using a library workstation or using the library's wireless network.
12. You are responsible for any damage you cause to the library's computer equipment.