

Category: Operational OP-11
Policy Name: **Internet Service and Technology**
Initial Date Approved: February 26, 2018

The Lake of Bays Township Public Library Board endorses the use of Internet as a source of information to complement traditional library collections and as a communication tool, connecting individuals and communities. At the same time, the Internet functions in an unregulated environment, and therefore provides access to a wide variety of resources over which the Lake of Bays Public Library has no control. This policy establishes the provision of public network services to access the Internet, acceptable use of these services by users, staff responsibilities, and consequences of inappropriate behaviour or illegal activity by users.

Section 1: Access to the Public Network

1. The library provides members of the public with internet access through the library's networked desktop computers and laptops as well as through the library's wireless network which can be used with personal mobile devices.
2. Wired and /or wireless access to the Internet via public computers or users' personal devices is provided free of charge.
3. The library provides one (1) computer in each branch with additional accessibility features including high visibility keyboards and large monitors. The Dwight Branch has an adjustable height desk.
4. To ensure equitable access to the public network and efficient use of resources, the Library reserves the right to set time limits or ask users to limit their time on the library's public computers.

Section 2: Internet Filtering

1. The library does not use filtering software. It is the position of the Board that filtering technology is not effective in making the internet safer for children nor in preventing criminal activity. This access to, and use of, the public computer network is compatible with the Lake of Bays Public Library position on Intellectual Freedom (FN-04).

Section 3: Use by Children

1. Children may access all information and use all facilities provided by the library. Children's access to the Internet is compatible with the policy on Children Services (OP-13) and the Lake of Bays Public library position on Intellectual Freedom (FN-04).
2. Parents and guardians are reminded that the restriction of a child's use of a library computer, including Internet and wireless access, is their responsibility. The library board accepts no responsibility for enforcing restrictions which a parent or guardian places on a child's use of the Internet.

Section 4: Acceptable Use of Technology in the Library

1. Users must be aware that computers and other devices, regardless of whether on the library's Internet service or not, are being used in public areas which is shared by people of all ages, backgrounds, and sensibilities. Some content is age-inappropriate for children. Some content may be offensive, objectionable and/or intimidating to other library patrons and/or staff. The staff reserve the right to redirect users whose activities on the public computers or their personal devices diminish the enjoyment of the library space by others.
2. Users should respect the privacy of other library patrons. However, library staff cannot guarantee privacy at the library workstations or when using personal mobile devices.
3. Users must respect the laws of Canada when using the public network. Use of the public network for illegal, actionable or criminal purposes is prohibited. Examples of such illegal activities include, but are not limited to, harassment or stalking, libel, illegal commerce or solicitation, "hacking" or tampering with other computer systems, viewing, downloading and/or printing child pornography.
4. Users of the public network may not violate or circumvent copyright and other intellectual property rights and liability for infringement rests with the user. The library shall follow fair dealing copyright principles.
5. Users should use caution when providing personal information over the Internet. As the Internet is not a secure medium, third parties may be able to obtain information about users' activities. The library assumes no

responsibility for Internet content or damages, directly or indirectly, arising from its website, online services, or from its connections through to other Internet services.

6. Users may not modify, or otherwise willfully damage, the library's computer equipment, software, or network.
7. To summarize the items contained in Section 4 of this policy, the library will post an "Acceptable Use Agreement" as a landing page for reviewing before using the library's Internet and/or post near public computers. Consequently, anyone not adhering to the "Acceptable Use Agreement" will have their library privileges suspended and will be legally and financially responsible for damages.

Section 5: Library Responsibilities

1. The library proactively helps and promotes public access to quality information for all users. Library staff are available to assist with:
 - a) finding and evaluating the quality of an Internet site
 - b) accessing the public workstations and personal devices
 - c) accessing the library's subscription e-resources and e-books
2. The library respects the right of users to privacy and confidentiality with regards to information sought or received and resources consulted, acquired or transmitted.

Related Documents

FN-04 Statement of Intellectual Freedom

FN-05 Statement of Indigenous Awareness and Reconciliation

OP-05 Code of Conduct for Sharing Library Space

OP-04 Collection Development

OP-06 Programming

Ontario Human Rights Code, R.S.O. 1990, chapter H.19 s. 5(1).

Signature of the Chairperson _____

Document Revision Record:

Revision Level	Date
Initial Approval	February 26, 2018
Last Review/Revision	(replaces Internet Filtering and Control of Information Statement Policy) August 27, 2024
Year of Next Review	2028

Appendix A: Acceptable Use Agreement

Acceptable Use Agreement

By using the Library's computers and public Internet network, you agree to the following:

- a) Users should view the use of the library's public Internet network, whether on the library's public computers or a personal device the same way as they view the use of any library space and should restrain from activities that disturb others in the library space.
- b) Users may not use the library Internet network to access, display, download, upload, print, forward, or e-mail materials considered as defamatory, discriminatory, obscene, or criminal in nature.
- c) Users may not violate or circumvent copyright and other intellectual property rights.
- d) Users may not misuse or abuse library computers or software.
- e) Users should keep personal files on external storage systems (such as a USB stick or in the Cloud). Any user-created files found on the library's computers will be removed.
 - a. Users should not install any software on the library's computers or modify software installed by the library on the library's computers.

Users who are in the library but who are using their own electronic devices and using their own Internet service, should also refrain from activities that disturb others in the library space.

Users who violate the rules may have their library privileges suspended or be required to leave the library. Illegal use, within the definitions of federal or provincial legislation, will be reported to the police.