

Internet Use Policy

The Walpole Public Library provides library patrons with free access to the Internet through its Public Internet workstations. These workstations also have some popular word processing and office software installed on them for use by the public. The Internet is an un-moderated medium, and includes information that may be erroneous, out-of-date, controversial or sexually explicit. The user is responsible for identifying and/or avoiding such information, not the Walpole Public Library staff. Public Internet workstations are located in public areas, which are shared by patrons of all ages and backgrounds. Patrons are expected to refrain from displaying graphics which are inappropriate for public viewing, or playing audio that could disturb other patrons.

Library staff will provide help and advice on using the workstations, as appropriate. Staff is prohibited from filling out on-line forms or entering any patron's private information onto any website. Nor is staff able to type, edit, or interpret documents or e-mails for library patrons. Although the library does not keep any permanent record of the sites you visit or the files you create, we caution that complete privacy on a publicly shared workstation is not a realistic expectation. Permanently saving files on public Internet workstations is prohibited.

Internet resources are to be used in a responsible manner consistent with educational, informational and recreational purposes. Patrons of all ages are expected to use the computers in a responsible manner, respecting the rights of others. The library will not tolerate use of its workstations and network in a way that violates local, state, and federal law. Library patrons are responsible for complying with copyright law, licensing agreements and the policies of individual websites that you view. The library reserves the right to end an Internet session.

Additional Guidelines

- Public Internet workstations are available on a first-come, first-serve basis.
- Users may log into the workstations for up to two hours in the Reference Department. Forty-five minutes in the Young Adult Room. One half hour in the Children's Department. And fifteen minutes at the two express terminals. Free Internet access
- Internet access is available whenever the library is open.
- Users may log into the workstations using their own library card number. Users without library cards may obtain a guest pass from any service desk.
- Printing is available at \$.15/page.
- Users must cooperate with librarians as requested to insure equitable computer use and a safe computing environment. Failure to do so may result in loss of computer privileges.
- Users may plug any appropriate device into the front ports on our computers, but may not remove anything from the back of the computers.
- Use headphones when listening to audio content, and keep volume low so you do not disturb others.

- Do not gather around/stand behind computer users since doing so may obstruct or distract other patrons.
- Workstations in the Young Adult Room are restricted to teens when school is not in session during the week.
- Computers in the Children's Room >>>>
- The library offers free wireless internet access throughout the building.
- Workstations will automatically shutdown 15 minutes before closing time.

Unacceptable Use

Computer privileges may be suspended or cancelled, at the discretion of the Librarian, if a patron is found tampering with the computers, including any violations noted below:

- Degrading or disrupting equipment or system performance
- Vandalizing the data of other users
- Gaining unlawful access, including "hacking" and other unlawful activities
- Invading the privacy of others
- Violating software license agreements and copyright laws
- Violating other federal, state or local laws
- Deliberately displaying obscene images
- Providing minors with access to materials that are harmful to them
- Violating the automated reservation procedures or using someone else's library card
- Transmission or display of threatening, harassing, defamatory or obscene materials

Parents/guardians are encouraged to provide guidance to their children for the safe usage of electronic mail (email), chat rooms and other forms of direct electronic communication. It is the responsibility of the parent/guardian to ensure that their child does not access sites that may be inappropriate or potentially harmful to the child. The library prohibits such access.

Approved by the Walpole Board of Trustees on October 20, 2015.

Wireless Use Policy

The Walpole Public Library permits patrons to connect their own equipment to the Internet via a free wireless network (named *Library*, no password needed to connect). The library's wireless network is unencrypted. Data transmitted on unencrypted networks can be monitored or recorded and connected devices may be vulnerable to security attacks. Patrons using the library's networks accept this risk and the Walpole Public Library accepts no responsibility for damage or loss resulting from use of its networks.

By choosing to use this free wireless service you agree to abide by the Library's **Internet Use Policy**. In particular, you agree to use the library's network resources only for lawful purposes.

Prohibited uses include:

1. Using the Internet for illegal purposes
2. Using the Internet in violation of the Massachusetts General Law 272 Section 31, the Harmful to Minors statute
3. Unauthorized copying of copyright-protected material in any format
4. Transmission of spam or junk mail of any type
5. Transmission of threatening, harassing, defamatory or obscene materials
6. Unauthorized access to remote computer systems
7. Destruction of, damage to, or alteration of library equipment, software, or network security

Some devices may not be compatible with the library's network. Patrons who have difficulty connecting or experience poor connections are encouraged to seek help at the reference desk, but library staff is not responsible for troubleshooting patron's devices.

Approved by the Walpole Board of Trustees on October 20, 2015.