

<b>Policy Section</b>	<b>4.00</b>
<b>Number</b>	<b>4.06</b> page 1/2
Effective	09-07-2012
Revised	<b>09-02-2021</b>
Reviewed	<b>01-04-2024</b>

## Internet Use and Safety

Public access to the Internet and online services has become an integral part of the Mountain Home Public Library's programs and services. The intent of this policy is to meet the provisions of the Children's Internet Protection Act (CIPA) and Idaho Code 33-2741, as well as provide guidelines for patrons and staff regarding Internet access and online computer use.

It is the policy of the Mountain Home Public Library to:

- (a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) Prevent unauthorized access and other unlawful online activity;
- (c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

*This Internet Safety Policy was developed under the direction of the Board of the Mountain Home Public Library and was discussed and adopted, following public notice required by Idaho code, during an open meeting of the Library Board at their regular meeting on September 7, 2012.*

*This policy is effective September 7, 2012 and will be reviewed by the Mountain Home Library Board of Trustees at least every three years.*

The Mountain Home Public Library's Internet Access Policy complies with Idaho Code 33-2741 Public Library – Internet Use Policy Required and with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

*The Mountain Home Public Library has a policy of Internet safety, including the operation of a technology protection measure, hereafter called "filtering software," on any publicly accessible computer with Internet access that protects against access to visual depictions that are obscene, child pornography, or harmful to minors, as defined in I.C. 33-2741 and the Children's Internet Protection Act. The filtering software will be enforced to provide Internet safety during any use of a computer.*

Library policy may also limit Internet access or otherwise protect against materials other than the materials specified in Idaho statute.

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## Internet Use and Safety

### Supervision and Monitoring

Based on federal and state requirements, Mountain Home Public Library's Internet access is filtered.

Procedures for disabling or otherwise modifying technology protection measures shall be the responsibility of the Mountain Home Public Library, staff, or designated representatives.

Adult patrons may request technology protection measures be disabled for lawful purposes before session log in. *Filtering software will be enforced to provide Internet Safety during any use of a computer by a minor.*

### Implementation Requirements

*A notice of the availability of this Policy will be posted in a conspicuous place within the library. The Library Board has established procedures and guidelines to handle complaints about this policy, enforcement of this policy by library staff, and what a patron should do if they observe inappropriate behavior by another library patron. A notice of the availability of these procedures for public review will be posted.*

\*Contents of this policy appearing in *italics* are mandated by Idaho Code and cannot be altered by the Mountain Home Public Library.

The Library Board of Trustees has scheduled review of this policy as follows:

First scheduled review date:	<i>Board of Trustees Meeting, September 5, 2013</i>
Second scheduled review date:	<i>Board of Trustees Meeting, September 4, 2014</i>
Third scheduled review date:	<i>Board of Trustees Meeting, October 12, 2017</i>
<i>Fourth scheduled review date:</i>	<i>Board of Trustees Meeting, September 2, 2021</i>
<i>Fifth scheduled review date:</i>	<i>Board of Trustees Meeting, January 4, 2024</i>

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## Child Computer and Internet Use

The Mountain Home Public Library employs content filtering technology solutions to ensure the protection of children computer users. Additionally, computer sessions are periodically observed by Library staff for violations of the Computer and Internet Use policy.

1. Definition of a Child: Any person under eighteen (18) years of age.
2. The Mountain Home Public Library supports parents and guardians in their efforts to guide their children's access to print, non-print and online information.
3. The use of the Internet through the library's connection is a privilege, and access is voluntary.
4. The library believes that the benefits of access to informational resources provided through the Internet far outweigh the potential disadvantages of such access.
5. The Mountain Home Public Library seeks to preserve a child's status as a full member of the Internet community.
6. The library cannot control the resources on the Internet. The Internet is not a static entity. It changes each minute, as new information is added and old information deleted. Some sites may contain information that is inaccurate, defamatory, illegal, obscene, or potentially offensive to some. The library can attempt to prevent direct access to materials that are not generally acceptable to a public library, but it is technologically impossible to prevent access to all resources, which might be objectionable to some people.
7. It is the responsibility of the parent/guardian to determine whether to place restrictions on their own children with regard to the use of the Internet.
8. Parents/guardians are responsible for their own children's behavior while using the library's Internet connection. The Mountain Home Public Library assumes no liability for inappropriate conduct or acts conducted on the Internet by children.
9. The Mountain Home Public Library reserves the right to deny Internet access to any child who is found to violate this policy adopted by the Board of Trustees of the Mountain Home Public Library.
10. Uses Not Permitted:
  - a. To access, upload, download or distribute pornographic, obscene, or sexually explicit materials;
  - b. To transmit obscene, abusive, or sexually explicit language;
  - c. To violate any local, state or federal statutes;

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## Wireless Access

Wi-Fi is available for devices with wireless capability. Wireless users must abide by the Library's policies and regulations covering technology use while using the Library's wireless network.

Users are responsible for configuring their own equipment. The Library does not provide technical support for establishing or maintaining a connection nor equipment configurations. The Library is not responsible for any changes made to an individual computer's settings and does not guarantee that a user's hardware will work with the Library's wireless connection.

The Library is not responsible for any personal information (e.g., credit card, account numbers, etc.) that is compromised, or for any damage caused to hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless-access users are individually responsible for maintaining up-to-date virus protection on personal laptop computers or wireless devices. The Library accepts no liability for personal property brought into or used on the premises.

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## Mobile Hotspots

In an effort to increase digital access for area residents, mobile hotspots are available to borrow from the Mountain Home Public Library.

The hotspots allow up to 5 devices to connect at a time with unlimited data. Hotspots are portable and work within the T-Mobile network area.

Hotspots are available to any Mountain Home Public Library account holder, 18 years or older, with an account in good standing (i.e. library record is not blocked due to unpaid fees or lost materials in excess of \$10). Hotspot devices:

- are limited to one device per household due to demand,
- may be reserved,
- may be checked out for 14 days,
- may not be renewed, and
- accrue fines at \$5.00 per day.

Hotspots must be returned to the Mountain Home Public Library circulation desks during regular business hours. Hotspots may not be returned in the bookdrops nor may they be returned to other LYNX! Consortium Libraries. If not returned when due, the Wi-Fi hotspot will be turned off remotely if it is not returned on the due date, and Internet access will not be available. If the hotspot is lost or damaged, please contact the library immediately. The replacement cost is the market value cost to replace the hotspot.

The Mountain Home Public Library is not responsible for any damage done to your personal equipment.

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## Laptops

As another way to increase digital access for area residents, laptops will be available to borrow inside the Mountain Home Public Library.

The laptop checkout allows patrons the flexibility to social distance within the library, utilizing both device as well as the library's wifi connection.

The Library offers laptops for checkout within the Library building for adult patrons (18 years and older). A laptop can only be checked out to you if you present your physical library card to staff and if your account is in good standing (no fines exceeding \$9.99). Patrons will be required to provide a valid photo identification that will be held at the front desk until the laptop is returned.

**Borrowers agree to the library's Internet & Online Access Policy. Please sign and date this agreement, denoting your acceptance of the following terms, before the laptop can be checked out to you:**

- The laptop is to be kept within the Library building at all times – excluding the bathroom.
- The laptop is for your use only. Lending the laptop to another person is prohibited.
- Laptops have a checkout period of **2 hours**. The laptop must be returned within the checkout period. Failure to return the laptop in the time allotted may result in overdue fines. Borrowers will be charged a \$5.00 late fee for a laptop not returned by 15 minutes from time due, plus an additional \$5.00 for each 15 minutes the laptop is not returned (up to \$25.00/hour) Borrowers will be charged a \$50.00 fee for a laptop returned by staff when equipment is found unattended. **Laptops can be renewed for 30 minute increments as long as there isn't a wait list.**
- **Borrowers should not attempt to troubleshoot problems. Borrowers should immediately report to staff any loss of, or damage to, a laptop. The Library is not responsible for damage to an external device (i.e. a flash drive or other external device) or for the loss of data that may occur while the laptop is in use. Patrons may not alter, delete, copy, or tamper with any software loaded on the laptop or otherwise change its existing configuration. Patrons may not install software on the laptops.**
- **Lost, intentionally damaged, or stolen laptop fine is \$1000.00 for the replacement cost of the laptop, plus any accrued overdue fines. Laptops taken outside the building will be considered stolen and the police will be notified.**
- All library policies, including the Computer Use Policy, are in effect with the laptops. Please be aware this includes the filtering software.
- No food or open lid drink is allowed around laptops.
- Audio and/or video files must be played with headphones.

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- Laptops are to be returned 30 minutes before closing and checked by a staff member.
- Printing is not available from laptops. Patrons are urged to save their work on their own external memory device or cloud account. All documents will automatically be deleted when the laptop is turned off.

**Failure to abide by these terms will result in a loss of checkout privileges.**