

Title:	Computer & Internet Use Policy	Policy Number: 300-26
Policy Type:	Operational	
Approval By:	Resolution Number	
Approval Date:	November 19, 2018	
Revised Dates:	November 19, 2018; September 26, 2022	
Review Date:	October 2025	

PURPOSE:

This policy provides guidelines for public access to the Internet and devices or technologies using the Library’s networks.

SCOPE:

This policy applies to all individuals, groups, and organizations that use the Library’s Internet connections and networks.

DEFINITIONS:

Library networks - wired and wireless Internet services controlled by the Library.

Devices and Technologies – Personal laptops and mobile devices using the Library’s network and/or other wireless services available on Library property.

POLICY STATEMENT:

Internet access is a core service provided at all Library locations at no cost to ensure equitable access to online information and resources, meeting community needs relating to literacy, knowledge, and well-being and supporting the principles of intellectual freedom and open access.

While the Internet provides access to vast amounts of information and resources, users should be aware that information on the Internet may not be accurate, complete, age-appropriate, or current. The Library does not assume any responsibility for the content of any website found on the internet, and users are responsible for evaluating the reliability and validity of any information or resources.

PUBLIC ACCESS

Computer workstations and networks are made available for people of all ages, backgrounds, and sensibilities. Users are expected to consider other Library users when using public computers and internet services within the Library. Library equipment and networks are not to be used for illegal purposes and all users are subject to federal, provincial, or municipal laws when using the Internet at the Library.

To ensure equitable access to library devices and the Internet, the Library reserves the right to set time limits or ask users to limit their time on the Library’s computers.

Users are not permitted to damage or modify any hardware, software, or network configurations.

The Internet is not a secure medium and the Library does not guarantee the security or confidentiality of any transaction when using Library equipment or networks. The Library will not be held responsible for any direct or indirect claims for damages arising from using Library networks.



Library computers are shared by members of the public. Users should not save any information or files to a Library computer hard drive.

It is the responsibility of a child's parent or guardian to enforce any limitations that a parent or guardian may place on a child's use of the Internet. The Library does not act in the place of, or in the absence of a parent or guardian.

Any individual that violates this policy may have their privileges suspended and those individuals will be legally and financially responsible for any damages incurred as a result of their violation.

FILTERING

The Library offers a mix of filtered and unfiltered Internet access to block offensive websites or websites that promote illegal activity. No filtering product is perfect and the Library assumes no responsibility for the effectiveness of its filtering product to block offensive sites.

ADAPTIVE WORKSTATIONS

The Library provides adaptive workstations to assist users with visual, learning, or physical disabilities. The adaptive workstation is equipped with specialized software.

Users with special needs have priority use of these workstations.

RELATED POLICIES

- 300-02 Access to Information and Protection of Privacy Policy
- 300-09 Rules of Conduct Policy
- 300-22 Website Policy
- 300-23 Accessible Customer Service Policy
- 400-04 Internal Internet Usage Policy
- 400-10 Electronic Monitoring Policy