

## **Internet Access Guidelines**

### **Burnham Library**

Please follow these guidelines for Internet access:

1. Access to the library's Internet computer workstations will be on a "first come, first served" basis. **The library does not accept advance registrations.** Access to the Internet is **limited to 30 minutes per session.** If no one is waiting, a patron may continue to use the Internet for up to an additional thirty minutes.
2. **Library staff's availability to assist users with Internet access is limited.** Users should have basic computer skills.
3. Pages may be printed at a cost of .20 cents each and may be paid at the circulation desk.
4. The Library provides access to the internet. Users may not install any software on library computers.
5. Users may not add bookmarks. Users may only download files to an external USB flash drive.
6. No more than 2 unsupervised users may be on a workstation at one time.
7. **The Burnham Library cannot assume responsibility for the content of the Internet,** and has no control over the Internet nor any resources found on it. The Library assumes no responsibility for the accuracy, quality, or currency of any Internet resource. Internet users are subject to applicable local, state and federal statutes. U.S. copyright law (Title17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials. All responsibility for any consequences of copyright infringement lies with the user; the Library disclaims any liability of responsibility resulting from such use.
8. **Any unlawful or malicious activity that causes harm to another person, the Library or the computer equipment will result in the suspension of privileges.**

**Effective January, 2006**  
**Amended May, 2017**

# **INTERNET SAFETY POLICY**

## **Burnham Library**

### **Introduction**

Burnham Library is a forum for all points of view and adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights formulated by the American Library Association, and endorsed by its Board of Directors.

Burnham Library's Internet Safety Policy is designed to promote access to the Internet while protecting children from exposure to inappropriate material, as well as the public from unlawful access to and use or disclosure of personal information, and unauthorized access to legally restricted areas.

The Internet Safety Policy's purpose is to prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; to prevent unauthorized access and other unlawful online activity; to prevent unauthorized online disclosure, use, or dissemination of personal identification information; and to comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Filtering**

In compliance with CIPA, the Library filters all its computers, and all access to the Internet through its network, to protect against access to obscene visual depictions, child pornography, and/or other material harmful to minors, as required by law.

The filter may unintentionally block sites that have legitimate research value and fail to block objectionable content. Users should be aware that Internet filtering software installed for CIPA compliance should not substitute for individual judgment and/or parental involvement and oversight.

As the law requires, the Library will disable filtered Internet access to persons 18 or older who request it for bona fide research or any other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Burnham Library's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other

unlawful activities; (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (c) dissemination and viewing of obscene visual depictions, child pornography, and/or other materials harmful to minors.

## **Education, Supervision and Monitoring**

The Library affirms and acknowledges the rights and responsibilities of parents and caregivers to monitor and determine their children's access to library materials and resources, including those available through the Internet.

Parents or caregivers are responsible for the Internet information selected and/or accessed by their children. Children, defined as individuals under 18 years of age by Connecticut State Statute, who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and teens and to monitor their children/teen's use of the Internet.

## **Public Access**

Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.

Internet access in the library is available on computers that are located in open public areas and are subject to supervision. Staff is available to assist customers who need help finding information on the Internet. The Library reserves the right to engage in monitoring activities, both electronic and non-electronic, at its sole discretion and without further notice unless otherwise restricted by law. Such practices may include, but are not limited to, those for the purpose of monitoring the nature and quality of our services, and the security and the conduct of people on our premises.

**Disclaimer:** The Burnham Library makes no warranty, expressed or implied, for the timeliness, accuracy or usefulness for particular purpose of information accessed via the Internet. .

Approved by Board of Trustees June, 2017

# Wireless Internet Policy

## Burnham Library

By choosing to use this free wireless service you agree to abide by the Library's Internet Policy that prohibits abusive or illegal activity while using the Library's Internet service.

This service is free of charge and subject to the terms and conditions of use as follows:

### Limitations & Disclaimers

- Wireless access is provided as a public service free of charge on an as-is basis with no guarantee and no warranty. The library's Wireless network is subject to periodic maintenance and unforeseen downtime.
- Information passing through the Library's wireless access is not secured and could be monitored, captured, or altered by others. There are risks involved with connecting to a public wireless connection, such as possible viruses, malware, loss of data, possible hacking/snooping by others connected, possible hardware/software failure. It is your sole responsibility to protect your information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of your use of the Library's wireless access.
- All Wi-Fi users should have up-to-date antivirus software installed on their computers.
- The Library assumes no responsibility for the safety of equipment; users must keep their equipment with them at all times.
- Printing is available via the wireless connection. There is a nominal fee per printed page.
- Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment will result in permanent disconnection from the library's Wi-Fi network.
- If you do not agree to the above terms, please disable your wireless connection or turn off your computer.

Connecting to the network requires a laptop computer with wireless capability supporting the WiFi standard (also known as IEEE 802.11b/g ).

Approved by Burnham Library Board January 2018