

**J. COMPUTING RESOURCES POLICY****1. Canton Public Library makes a variety of computing resources available to the public in support of our mission to serve the educational and information needs of Canton residents of all ages.**

Recognizing the First Amendment rights of its patrons and their desire for intellectual freedom, equity of access, and confidentiality, as well as the Michigan Legislature's mandate that the library restrict access to minors with regard to obscene and sexually explicit materials deemed harmful to minors, the library has adopted the following policy. The library will enforce the rules stated in this policy, including those designed to meet the Legislature's stated intent of protecting minors from access to that material without interfering with the rights of adult patrons.

The library reserves the right to monitor computer usage in order to prevent potential network disruption or to ensure compliance with this policy. Information submitted to the Canton Public Library in the process of registering for any service or activity will only be used by the library for administrative purposes. Users are cautioned that, because security in an electronic environment cannot be guaranteed, all transactions, files, and communications are vulnerable to unauthorized access and use.

**2. Acceptable Use**

Because library users of all ages, backgrounds, and sensibilities are using the computers, library patrons are asked to be sensitive to others' values and beliefs when accessing potentially controversial information and images while using the library's computing resources.

Access to the computing resources in the Teen Space is intended for users in grades seven through twelve and their parents/guardians. Preference will be given to those users.

Access to the computing resources in the Children's Library is intended for users through grade six and their parents/guardians. Preference will be given to those users.

While using computing resources, users may not:

- Violate the library's Code of Conduct or any other Library policy.
- Use computing resources for illegal activities, including fraudulent or unlawful purposes prohibited under any applicable federal, Michigan, or local law, including but not limited to unsolicited mass mailings or accessing or producing material that can be classified as obscene or child pornography.
- Install unauthorized software, damage library hardware or software, or modify the security setup, operating systems, network configuration or any other configuration of any Library computer without authorization.
- Use another person's passwords or identity without their authorization.

- Copy or publish licensed software, media or other intellectual property that infringes upon the copyright or other property rights of other persons or entities in violation of the copyright laws, trademark, or other intellectual property laws of the United States. Responsibility for any consequences of copyright infringement or violation of any other intellectual property rights lies with the user, and the Library expressly disclaims any liability or responsibility resulting from such use.
- Publish or send threatening, defamatory or libelous information. Publish or send any information with the intent to annoy or abuse or that would reasonably result in the annoyance or abuse of others.
- Advocate or solicit violent behavior.
- Expose minors to sexually explicit materials harmful to minors. Users shall not permit any minor to view sexually explicit material or any other material deemed harmful to minors, in accordance with Michigan law, Public Act 212 of 2000.

Persons engaged in any of the above-mentioned activities may lose access to the library's computing resources, as outlined in section 6 below.

### **3. Internet Access**

The library provides access to a broad range of information resources, including those available through the Internet. The Internet offers access to a wealth of information and Internet sites including ideas, information, and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete, or legal. Users will need to evaluate for themselves the validity of the information found.

Because the Internet is a vast and unregulated information network, it also enables access to information, ideas, and commentary beyond the confines of the library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

The Internet may contain information that is controversial, sexually explicit, or offensive. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the library's connection as stated more fully below.

### **4. Internet Filtering**

As with other materials in the library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which Library resources are appropriate for their children. The library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.

The Michigan Legislature, via Public Act 212 of 2000, mandates that the library restrict Internet access to minors with regard to obscene and sexually explicit materials deemed harmful to minors.

- a) Recognizing that graphic images on computer screens may be seen easily by passersby of all ages out of any literary, educational, artistic, scientific or political context, the Library has designated that the computers in open areas, shall be filtered unless marked otherwise.
- b) Computers designated as unfiltered provide unfiltered Internet access to patrons 18 years and older. Use of unfiltered computers is restricted to patrons 18 years and older, with the following exceptions:
  - Minors may use unfiltered computers at the request of a parent or guardian under PA 212, in which case the parent/guardian must closely supervise and physically remain with the minor at all times and shall not be on a separate computer.
  - Minors may use designated unfiltered computers when filtering software has been enabled as determined by the Library.
- c) The wireless network and data ports available to members of the public using their own equipment are unsecured, unencrypted and unfiltered. Users of the Library's wireless network or data ports are required to abide by the Acceptable Use provisions of this policy.

#### **5. Library Website & Social Media**

The library website and social media sites are designed to stimulate discussion on a variety of topics, including library services and programs and Canton community resources and events.

- Comments should be relevant to the post to which they are attached.
- Data posted to library website or library social media sites are public information and may be indexed by Internet search engines (Google, Yahoo, etc).
- Spam, abusive language, and unlawful uses are not permitted, and the library reserves the right not to post, delete, any comment that violates this policy. Users who violate this policy may be blocked.
- The library website and social media sites are monitored for unauthorized or inappropriate use. Evidence of possible criminal activity may be provided to law enforcement officials.

#### **6. Violations of the Computing Resources Policy**

Users of the library's computing resources must adhere to the Computing Resources Policy. Failure to follow the Policy will result in the loss of access to the library.

The Library Director, or the Director's authorized designee, is authorized to terminate any user's access to the library if the user has failed to comply with the library's Computing Resources Policy and/or related rules.

- Initial Violation: Users observed violating this Computing Resources Policy will be asked to cease the violation with a verbal warning. If the user does not comply with the request, the user's access to the library shall be terminated for the day. If the user refuses, the police may be called or the user's access to the library may be suspended, as determined by the Director or Director's authorized designee.
- Subsequent Violations: The Director or Director's authorized designee may further limit or revoke the patron's library privileges if infractions continue. Such limitation or revocation shall be in

writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

- **Violations Affecting Safety and Security:** If the violation of the library's Computing Resources Policy affects safety or security, or is a violation of law, the library has the right to immediately call the police and terminate the user's library privileges without complying with the procedures outlined above. Illegal acts involving the library's computing resources may be subject to prosecution.

Any user who is denied access to the library may file a written appeal of the Director's or Director's authorized designee's decision by sending an appeal in writing to the Chair of the Library Board within 10 business days. The Library Board will render their decision within 60 days of receipt of the appeal. The decision of the Library Board is final.

### **7. Staff Assistance**

Library staff may assist users in getting started with computing resources. However, the library cannot guarantee that staff fully trained in all aspects of software, Internet resources, or other technology will be available to assist users at all times the library is open. Because of the many different applications and resources available, particularly on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application.

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