

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Internet and Computer Access Policy

POLICY NUMBER: 6020

6020.1 PURPOSE

In response to advances in technology and the changing information needs of our community, the Placentia Library District endeavors to develop collections, resources, and services that meet the personal, professional and educational needs of our community

6020.2 STATEMENT OF POLICY

The Internet is an unregulated global communication network and information resource with a highly diverse user population and information content. The District does not assume responsibility for the accuracy, quality, or timeliness of Internet information. As with all District materials, the determination of viability and usefulness of Internet information rest with the individual patron. The District provides access to Internet resources equally to all library users and upholds and affirms the right of each individual to have access to constitutionally protected material. However, users need to be aware there is some information that is unlawful. Internet computers shall not be used for any fraudulent or unlawful purpose, including any activity prohibited under any Federal, State or Local Law. While District staff will work to provide a safe environment for children and uphold applicable laws, a parent or legal guardian, not the District or its staff, is responsible for monitoring a child's use of the Internet and for the information selected and/or accessed by that child. The District strongly encourages parents or legal guardians to supervise their children's Internet use and to provide them with guidelines about acceptable use. While the District staff will work to provide a safe environment for children and uphold applicable laws, the District and its staff will not act in place of the parent. Material on the Internet is copyrighted. It is the user's responsibility to be aware of any notices concerning the copyright of information and to respect the copyright laws of the United States.

6020.3 CHILDREN'S INTERNET PROTECTION ACT (CIPA) COMPLIANCE

The Children's Internet Protection Act (CIPA) is a federal law that requires all computers in a public library to be filtered if that library accepts any federal funds for Internet access or computers used for Internet access. All computers in the Placentia Library District are filtered. Please be aware that filters are unreliable, at times blocking sites of legitimate informational or educational value. The District uses filtering software that blocks or filters Internet access to some Internet sites that may not be consistent with the policy of the Placentia Library District. Any adult (18 years of age or older) may request that the filter or technology protection measure be disabled without significant delay by a District staff member authorized by the Library Director, consistent with the District's policies. An authorized staff member may override the filter or technology protection measure for a minor (age 17 years or younger) in the event that the filter wrongly blocks or filters Internet access to a site with legitimate informational value.

Placentia Library District cannot be responsible for any patron's unauthorized use of a computer with a disabled filter.

6020.4 COMPLAINT PROCEDURES

Any patron who wishes to file a written complaint concerning the filtering software on the District computers may do so within thirty (30) days of an incident to the Library Director and/or the Library Board President. See a District staff member for a complaint form (Appendix C).

6020.5 GUIDELINES FOR USE

In an effort to ensure that the use of the Internet is consistent with the mission of the District, the District has adopted the following guidelines:

- The Internet computers must be used in a responsible manner, respecting the rights of other users. This includes but is not limited to the following:
 - Users may not make any attempt to damage computer equipment or software.
 - Computer and Internet settings may not be changed.
 - Users may not use the network to make unauthorized entry into other computational, informational or communication services or resources.
 - No more than two (2) individuals per computer terminal.
 - Users may not invade the privacy of others or engage in any activity that is harassing or defamatory.
 - Users must use their own valid library card.
 - Users must log in and out of the Envisionware software with a valid library card number.
 - Use of Internet computers will be on a first come, first served basis.
- The District reserves the right to limit computer use during peak hours.
- The District reserves the right to limit or prohibit downloading of files in any medium.
- Listening to audio/video files requires headphones.
- The District does not allow the use of personal software on District computers.
- A printer is available for patron use. See a staff member for assistance
- Computers cannot be shut down by patrons.
- If the patron is unable to get a library card, a one-time guest pass can be given.

6020.6 COMPLIANCE WITH DISTRICT POLICY AND GUIDELINES

Violation of the policies and guidelines that govern the use of the District's Internet resources may result in suspension or loss of the privilege to use these resources and/or expulsion from the District facility. Any illegal activity involving the District's Internet resources or equipment will be subject to prosecution by the appropriate authorities. The District reserves the right to take appropriate actions to ensure compliance with this policy.

6020.7 PROCEDURE FOR HANDLING INTERNET POLICY VIOLATION

At the discretion of the librarian on duty, and in consideration of the severity of the offense:

- First Offense: Two verbal warnings
- Second Offense: Written warning and suspension of privileges for one (1) day.
- Third Offense: Suspension of privileges for 7 days. Patron is to receive and sign a copy of the District Policy Violation Form (Appendix A). A copy of the signed form is to be kept on file at the District. The Library Director and the Library Board of Trustees are to be informed of any violations at the third offense or higher.

- Fourth Offense: Suspension of privileges for 30 days. Patron to be informed by registered letter (Appendix B), which is to include a copy of the Internet and Computer Access Policy and signed District Policy Violation Form on file at the District*. Subsequent or severe violations may result in permanent suspension of library privileges in accordance to policies 6065 and 6067.
- Fifth Offense: Suspension of privileges for one year and the Library Director and Board will decide further actions.

* For minors, the letter will be addressed to “The Parent or Guardian of” the offender. Internet and Computer Access Policy 6020.

APPENDIX A – DISTRICT POLICY VIOLATION FORM

Placentia Library District Policy Violation Form

_____ has violated the Internet and Computer Access Policy 6020.
This is a

- 1st Warning
- 2nd Warning
- Final Notice

By violating District policy, the above-named patron has forfeited the right to use the District's Internet and computer access for the following period: _____. Upon return, if the above-named patron violates a policy again, the District reserves the right to rescind all use of the District by said patron.

Comments: _____

Date: _____ Patron Signature: _____

Staff: _____

APPENDIX B

**Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870
(714) 528-1925
www.placentialibrary.org**

Date

Patron Name
Address
Address

Dear Patron,

As you have been verbally informed on [date], your Internet and computer privileges at the District have been suspended for thirty (30) days. This suspension is a result of violating the District's Internet and Computer Policy. Please find enclosed a copy of the District's Internet and Computer Policy Violation Form which you signed on [date]. You are welcome to use any of the other resources in the library during your Internet suspension. Your Internet and computer privileges will be reinstated on [date].

Future violations may result in permanent suspension of your Internet and computer privileges at Placentia Library District.

Sincerely,

Jeanette Contreras
Library Director

APPENDIX C

**Placentia Library District
Internet Filtering Software Complaint Form**

Name _____

Address _____

Phone Number _____

Email _____

URL/Web address of site in question: _____

Nature of Complaint:

- The filter blocked a site that it should not have.
- The filter failed to block an inappropriate site.
- The staff member did not disable the filter or unblock the site quickly enough.

You will receive a response within thirty (30) days.

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APPENDIX D
Resolution 15-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO
APPROVE AMENDMENTS TO PLACENTIA LIBRARY DISTRICT INTERNET AND
COMPUTER POLICY 6020 REFLECTING THE CHILDREN'S INTERNET PROTECTION ACT
(CIPA) COMPLIANCE

WHEREAS, Placentia Library District Internet and Computer Policy 6020 was amended and approved at the Unusual Date Meeting of the Board of Trustees on March 23, 2015, and

WHEREAS, Policy 6020 was amended to include CIPA compliance with all Federal, State, and Local laws; and

WHEREAS, the District agrees to be in compliant with CIPA requirements to receive Federal, State, and Local funding that mandates filtered computers; and

WHEREAS, an annual review of filtering software will be in adherence with compliance to Federal, State, and Local laws.

NOW, THEREFORE, BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees approves the amendments to the Internet and Computer Policy 6020, effective March 23, 2015.

AYES: Shkoler, Martin, Carline, DeVecchio, Minter

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jo-Anne W. Martin, Secretary of the Board of Trustees of the Placentia Library District of Orange County, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at the Unusual Date Meeting hereof held on the twenty-third day of March 2015.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-third day of March 2015.

Jo-Anne W. Martin, Secretary
Board of Trustees of the Placentia Library District