

Computer and Internet Policy

Rawlins Municipal Library provides free access to the Internet as a tool for patrons. Rawlins Municipal Library respects the need for patrons to use information resources from the Internet to meet the needs of the user. However, Rawlins Municipal Library does not endorse individual websites that patrons may choose to use. As with all Rawlins Municipal Library materials, programs, and services, the responsibility for what minors read or view on the Internet rests with a parent or legal guardian.

Some Internet sites, databases and resources may require passwords, patron identification, or some type of pin to access the website. Users should exercise caution and follow safety measures when interacting with stranger's online or unknown websites. In particular, parents should use caution with minor children about sharing personal information on the Internet.

Rawlins Municipal Library makes every effort to provide a stable and effective Internet connection for all patrons. However, Internet resources may be unavailable due to network or service issues beyond the control of the library.

Within reason, library staff are available to assist patrons needing technical assistance. For more in depth questions, patrons are able to reserve a time for one-on-one technological help sessions with a librarian. Rawlins Library staff reserves the right to refuse technological assistance if staff do not have the resources available to assist patrons.

FILTERING

Rawlins Municipal Library participates in CIPA filtering and follows a CIPA filtering policy (see attached). With that stated, the library utilizes filtering software on all public access computers and devices using the library's Wi-Fi network.

WHAT HAS TO BE FILTERED UNDER THE CIPA ACT?

The law requires that a filter protect against access to material that is:

- Obscene
- Child Pornography
- Harmful to Minors

WHAT OTHER WEBSITES DOES RAWLINS LIBRARY FILTER?

Internet sites which pose a threat to the library's networks or computers are blocked, including:

- Malware
- Malicious Software and Actions
- Phishing
- Spyware

HOW TO REQUEST A SITE TO BE UNBLOCKED

Though designed to block access to sexually explicit material, in rare instances, the filtering software may block access to sites providing valid information on topics such as breast cancer or AIDS. Rawlins Municipal Library works with a third party company, Golden West, to manage the CIPA filter. If an adult patron wishes to unblock a site that is blocked, please stop at the desk, and ask for the site to be unblocked. There are procedures from the City of Pierre IT department at the front desk for having a website unblocked.

PRIVACY

Users of Library workstations are asked to use resources appropriately and respect the privacy of others using nearby workstations. Rawlins Municipal Library reserves the right to limit public access computer usage during peak times in order to accommodate the largest number of patrons possible. Rawlins Municipal Library utilizes the Cybrarian Time Management system to keep track of the time patrons are on the computer and manage wait times for computers.

PATRON RESPONSIBILITIES

Patrons acknowledge that the content on the Internet is not managed or governed by any entity and therefore they may encounter materials that are inaccurate or that they consider offensive. Patrons recognize that their use of the Internet is conducted in a public place that is shared by many people. Patrons acknowledge that the library cannot protect the privacy of data that is transmitted to third parties via the Internet. Patrons shall comply with all federal, state, and local laws, as well as library policies regarding the Internet listed below:

- Library patrons accept full responsibility for the content of any library material accessed in or out of the library, including physical materials and online materials.
- Library patrons take full responsibility as the parent or guardian for minor children and the content of any library material accessed in or out of the library, including physical materials and online materials.
- Library patrons must abide by the Patron Code of Conduct while using public computers and the Internet. Any reports of online bullying or harassment of other people on the Internet will not be tolerated and the Patron Code of Conduct will be enforced.
- Library patrons may not use the library's Internet access to view, print, distribute, display, send or receive images, or graphics of material that violates laws relating to child pornography.
- Library patrons may not knowingly exhibit or display any material that is harmful to minors in its content or material that is obscene in any place of public accommodation where minors are or may be present, and where minors are able to view the material.
- Library patrons must adhere to all copyright laws and may not copy or distribute materials (e.g. with the use of file sharing software) without the permission of the owner. Patrons who do so may be subject to criminal and civil liability.
- Rawlins Municipal Library strictly prohibits the following: attempts to hack into the City of Pierre or Rawlins Municipal Library servers, attempts to access the dark web, and attempts to access illegal websites. Patrons are prohibited from destroying, altering, and interfering with the configuration of public access computers at Rawlins Municipal Library.
- Computer uses must follow time limits set at each public access computer. All patrons are limited to three hours per day.
- Any serious violation of the Computer and Internet Policy will result in a one month suspension from library computer privileges. If a second serious offense occurs, computer privileges will be revoked for three months. If a third serious offense occurs, computer privileges will be revoked

for six months. Four or more serious offenses will result in a long-term ban from the computers. The time frame of the long term ban will be determined by the Library Director.”

- Rawlins Municipal Library reserves the right to terminate a computer session should the computer use result in disruptive behavior that violates the Patron Code of Conduct or the Computer and Internet Policy. Violation of state and federal laws will be referred to the proper authorities for legal action.

HOW PATRONS CAN ACCESS THE INTERNET AND COMPUTERS AT RAWLINS LIBRARY

- Rawlins Municipal Library offers AWE computers in the children’s area that are safe for kids and offer educational games without Internet access. Any child is welcome to use an AWE computer.
- Youth ages 8 and younger are required to be with a parent, guardian, or caregiver in the library at all times. Youth ages 8 and younger are not eligible to use the Internet without a parent or guardian present (refer to Unattended Children’s Policy).
- Youth ages 9 through 17 are allowed to use the Internet with a Computer and Internet Agreement Form signed by a parent or guardian. A library staff member will assign a user name and password for the minor.
- Patrons ages 18 and older are also required to sign a Computer and Internet Agreement Form. All patrons will be assigned a user name and password.
- Guest visitors without a library card are able to use the library by obtaining a guess pass at the desk. Patrons requesting a guest pass will need to show a valid photo ID and sign the Computer and Internet Agreement Form.
- Computer and Internet Agreement Forms will be included with library card applications.
- If a person has received a “juvenile card without a parent or legal guardian” that they can then complete a computer and internet agreement form without a parent or guardians signature.

INTERNET SAFETY POLICY FOR RAWLINS LIBRARY

INTRODUCTION

It is the policy of Rawlins 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)].

DEFINITIONS

Key terms are as defined in the Children's Internet Protection Act.

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

INAPPROPRIATE NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of users of the Rawlins Library 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; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

SUPERVISION AND MONITORING

It shall be the responsibility of all members of the Rawlins Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Rawlins Library Staff.

ADOPTION

This Internet Safety Policy was adopted by the Board of Rawlins Library at a public meeting, following normal public notice, on May 23, 2022.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Approved by the Rawlins Municipal Board of Trustees April 25, 2016

Reapproved by the Rawlins Municipal Board of Trustees May 23, 2022

Reapproved by the Rawlins Municipal Board of Trustees May 22, 2024

Reapproved by the Rawlins Municipal Board of Trustees August 26, 2024

RAWLINS MUNICIPAL LIBRARY PATRON COMPUTER AND INTERNET AGREEMENT FORM In an effort to ensure that the use of the Internet is used in accordance with the Rawlins Municipal Library Internet Policy, the following guidelines will apply:

- Use of the computers is free to the public with a valid library card or guest pass.
- The computers shut down 15 minutes prior to closing time.
- Public Wi-Fi service is available in the outside parking lot 24 hours a day, 7 days per week, as far as the signal reaches. Availability and signal quality are not guaranteed and may be affected by factors beyond our control. A library card is not required to access the public Wi-Fi service.
- All print jobs must be completed, paid for, and picked up before the library closes. Rawlins Municipal Library reserves the right to charge for print jobs.
- Homework printing fees will be .10 cents per page for black and white and .15 per page for color.
- There is a 50 page print maximum per patron per day.
- Library staff may end a computer session at any time if the logged in user leaves the library premises.
- Patrons are limited to a maximum of 3 hours per day on the public computers. Usage can be limited during peak times.
- Patrons who require longer than 3 hours to complete their work (writing a paper or resume, filling out an online form, etc.) may ask staff for a manual time extension.
- Time extensions are granted at the sole discretion of library staff, based on demand for the public computers.
- Attempting to evade or bypass computer time limits by using multiple library cards, or by requesting guest passes when your allotted time has been used, may result in the loss of computer use privileges.
- Children under the age of 9 must be accompanied by a parent, guardian, or caregiver while using computers in the library (see Unattended Children's Policy).
- There is a limit of one patron per computer except for minor children under age 8. Minor children ages 8 and under may share a computer with their parent or guardian.
- Patrons who wish to hear audio content on library computers must use headphones. Patrons may purchase headphones at the front desk for \$2.00 or a USB flash drive for \$5.00.
- Patrons may bring USB flash drives to store their files.
- Patrons may not load programs onto the Library computer hard drives or run unapproved software from CD-ROMs, flash drives, or any other device.
- The library is not responsible for damage to flash drives, any loss of data, or damage or liability that may occur from a patron's use of the library's computers.
- For liability reasons, library staff cannot answer questions of a financial, legal, or medical nature, and for privacy reasons, we cannot fill out online forms for patrons.
- Internet use will be managed in a manner consistent with Rawlins Municipal Library Internet Policy. By signing the Patron Internet Agreement Form, I acknowledge that I have read the Rawlins Municipal Library Internet Policy and agree to follow the regulations outlined in the policy.

I accept full responsibility for the content of any library material that myself or my minor child(ren) access in or out of the library, including physical materials and online materials.

Patron Printed Name _____

If applicable, Minor Child(ren) Name _____

Patron Signature _____

Date _____