



Title:	Public WiFi and Computer Access and CIPA Compliance Policy
Developed by:	Information Technology
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## **Public WiFi and Computer Access and CIPA Compliance**

### **1. Use of Free Public WiFi**

It is the policy of Live Oak Public Libraries (“Library”) to offer free wireless access (“Wi-Fi”) at all locations for Library patrons to use with their own personal notebooks, laptops, and other mobile devices. This Wi-Fi access is unsecured and filtered to comply with the Children's Internet Protection Act (“CIPA”). A patron’s use of this service is also governed by the Library's Internet Acceptable Use Policy.

Due to the proliferation of Wi-Fi networks, Library users may also be able to access other Wi-Fi networks within the branch that are not provided by the Library. The use of these non-Library wireless networks within the Library's facilities is also governed by the these policies and the Library's Internet Acceptable Use Policy.

- The Library's public wireless connection is not secure. There can be untrusted parties between you and anybody with whom you communicate.
- Library staff can provide general information or handouts for connecting your device to the wireless network, but cannot troubleshoot problems related to your personal wireless device or assist in making changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless network.
- The Library will not be responsible for any information (i.e. credit card or other personal information) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or other consequences, such as those caused by viruses or hacking.
- All users are expected to use the Library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided.

The use of the Library's wireless network is entirely at the risk of the user. The Library disclaims all liability for loss or compromise of information or damages resulting from such loss.

## **2. Use of Public Access Computers**

It is the policy of Live Oak Public Libraries (“Library”) to provide public access computers and other devices for general patron use. Due to the wide variety in the number of workstations at each branch, availability of personal computers, software applications and advanced reservations may vary. Check with each location for more information.

1. Patrons may be required to sign in at the front desk or log on to a reservation system prior to each use of a personal computer. Patrons with advanced reservations may be given a short grace period, depending on location, and patrons awaiting use.
2. Time limits may vary at each location because of demands on limited resources. A system-wide maximum of two hours per person per day may be enforced if there are other customers waiting to use the computers. If no one is waiting, the Library may remove limits on the number of renewal sessions for the Library's public computers that require a reservation.
3. Use of the Internet is governed by the Library's Internet Acceptable Use Policy.
4. Some locations have computer programs for use by children ages 3-12.
5. Children accompanying adults who are using the computers should not be left unattended.
6. To promote privacy of adjacent patrons and reduce crowding, use of a single workstation may be limited to a maximum of two persons.
7. No software or files may be uploaded or downloaded to or from the hard drive.
8. All work should be saved to a removeable device. Information cannot be saved to the computer. The Library is not responsible for crashes or other circumstances in which (save or unsaved) work is lost or compromised.
9. Only Library employees may restart and log the computers onto the network. Patrons should report any problems to Library staff. Patrons are not permitted to reboot computers.
10. The Library assumes no responsibility for damage done to a patron's removeable device through use of public access PCs. We do our best to prevent malware/viruses but are not responsible if disks/devices become infected.
11. Only Library-supplied paper may be used for printing.
12. Any use of Library technology equipment for illegal purposes is prohibited.

## **3. CIPA Compliance – Internet Safety Policy**

It is the policy of Live Oak Public Libraries (“Library”) to comply with the Children’s Internet Protection Act (“CIPA”). Among other actions in furtherance of this policy, the Library will utilize technology protection measure(s) in an effort to (a) prevent adult and minor internet user access to visual depictions that are obscene, child pornography, or, with respect to use of the computers by minors, harmful to minors; and (b) prevent unauthorized online disclosure, use, or dissemination or personal identification information of minors.

### **Definitions**

Key terms are as defined in the CIPA (20 U.S.C. § 9134; 47 U.S.C. § 254).

## **Access to Inappropriate Material**

To the extent practical, technology protection measures (“internet filters”) are in place to block or filter minors’ access to inappropriate subject matter on the internet and other forms of electronic communications including, but not limited to, email and instant messaging applications.

Specifically, as required by CIPA, filtering and blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material(s) that may be deemed harmful to minors.

These measures are in place to protect the safety and security of minors when using the internet and other forms of electronic communication and to limit unauthorized access to unlawful activities; disclosure or unlawful dissemination of personal identifying information regarding minors; and/or unauthorized access by minors such as “hacking” and other unlawful activities by minors online.

Subject to staff supervision, some internet filters may be disabled for adults, or in the case of minors, minimized only for bona fide research or other lawful purposes.

Procedures for the disabling or otherwise modifying any technology protection measures or internet filters is the responsibility of the Director of Technology or other designated representative.

## **More Information**

For more information, see the Federal Communications Consumer Guide to the Children’s Internet Protection Act (CIPA) at [fcc.gov](http://fcc.gov) or 20 U.S.C. § 9134 and 47 U.S.C. § 254(h).