

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Computer, Wireless Network and Internet Use

APPROVAL DATE: September 18, 2012

REVISION DATE: November 15, 2016

PREVIOUS POLICY TITLE: Customer Use of Internet Resources

RELATED POLICIES:

Children's Safety in Libraries

Collection Development

Code of Conduct

Social Media

STATUTORY REFERENCE: RCW 9.68.130

Purpose:

To define the conditions and responsibilities associated with using public access computers and accessing the Internet in Spokane County Library District facilities.

Definitions:

Compromising Computer or Network Security: Conducting activities that will alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

Filter Categories: Groupings of online information to which access can be blocked.

Terminology used to describe filter categories are set by the provider(s) of filtering software.

Illegal Activities: Activities in violation of federal, state or local law.

Sexually Explicit Material: Images which fall under the definitions of sexually explicit material as stated in Washington Statute, RCW 9.68.130(2).

Background:

Spokane County Library District (the District) makes Internet resources, together with a collection of physical library materials and access to licensed electronic resources, available to library members in support of the District's mission.

The District offers materials and information in a variety of formats and media, with selection guided by the Collection Development Policy. Internet resources enhance the collection in size, depth and breadth. The District provides public computers with standard computer software that can be used to access the Internet. In addition, members may use their own devices to access the Internet on the library's public wireless (Wi-Fi) network. In compliance with the Children's Internet Protection Act (CIPA) and subsequent court rulings, the District employs Internet filtering software and other technology protection measures on all public computers and the Wi-Fi network.



www.scl.d.org

Administrative Offices
509.893.8200
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Argonne Library
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Deer Park Library
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Fairfield Library
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Otis Orchards Library
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Spokane Valley Library
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GENERAL POLICY:

Filtering

The District prohibits the following while using any District resource: engaging in illegal activities; accessing, viewing, or printing any illegal, obscene or sexually explicit material, or engaging in activities that compromise computer or network security.

The District utilizes filtering technology as required by the Children’s Internet Protection Act (CIPA) which mandates that any public library using federal funding must filter Internet access to visual depictions that are (a) obscene; (b) child pornography; or (c) harmful to minors (as defined in the

United States Code¹ and case law) for any person under the age of 17 years. Just as with the physical collection, not all Internet sites are suitable for all ages. Therefore, the District provides two levels of filtering: “basic” and “enhanced.”

All library member accounts, all library computers, and the Wi-Fi network are filtered at the “basic” level. The following categories of information are blocked with “basic” filtering: Illegal, Compromising Computer or Network Security, Sexually Explicit Material.

Additionally, all accounts for members under the age of 13, and library computers located in the children’s area, are set to the “enhanced” filtering level. In compliance with CIPA, and guided by the Collection Development Policy and related procedures, the “enhanced” filtering level blocks all of the same categories of information that are blocked with “basic” filtering, as well as other categories, as determined by District staff, to be for adult audiences only.

For both the “basic” and “enhanced” filtering levels, the District will utilize categories provided by the filtering software provider that best match the District’s intentions.

Requests to “block” or “unblock” an Internet site

No filter or technology is 100% effective and may still allow access to information or sites that are objectionable or potentially harmful. Conversely, filters may inadvertently block sites that do not fall within the categories defined above.

A library member may request that an Internet site be blocked, or unblocked for “bona fide research or other lawful purposes”², by completing an Internet site review form or by contacting library staff. The site will be reviewed in a timely manner. Decisions about whether to block or unblock a site will be made in accordance with District guidelines within three (3) business days.

Computer and Internet Safety

The District respects the rights and responsibilities of parents or guardians in determining and monitoring the use of the Internet by their children under the age of 18. The District advises

¹ The Children’s Internet Protection Act (CIPA) provides United States Code citations for the definitions of “obscene” (18 U.S.C. § 1460) and “child pornography” (18 U.S.C. § 2256). The Act itself defines “harmful to minors” in Section 1703 (b)(2). Full text of CIPA from US Government Printing Office:

<http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf>

² Federal Communications Commission’s Children’s Internet Protection Act (CIPA) Guide:

<http://www.fcc.gov/guides/childrens-internet-protection-act>



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parents/guardians that it cannot assure children’s safety and security while using the Internet in the library. When children use social networks, electronic mail, chat and other forms of direct electronic communication, the District cannot protect against unauthorized access, including “hacking,” and other unlawful online activities. Furthermore, the District cannot protect against unauthorized disclosure, use and dissemination of personal identification information regarding children if children provide such information while using the Internet.

It is the responsibility of parents or legal guardians to monitor Internet use of their minor children.

Network and Computer Security

The District employs measures designed to prevent access to sites or functions that would compromise District computer or network security or would alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

District computers provide basic software and the ability to transfer content to mobile storage. The District is not responsible for data that may be lost or damaged while using library computers.

The District’s Wi-Fi is an open, unsecured public access network. The District advises users not to transmit personal information (e.g., credit card numbers, passwords and any other sensitive information) while using any wireless access point. Furthermore, the District advises Wi-Fi users to take appropriate precautions when using this service, and to have up-to-date virus protection on their devices.

The District is not responsible for any information that is compromised or for any damage caused to hardware or software due to security issues.

For security and network maintenance purposes, the District may monitor individual equipment or Wi-Fi network traffic at any time. The District has the authority to disconnect any device from the Wi-Fi network that violates the practices set forth in this policy or any other related policy.

When using library computers or accessing the Wi-Fi network, individuals are expected to use the Internet in a manner consistent with the purpose of the library and with respect and consideration for other library members.

Violation of this or any related policy may be cause for a temporary or permanent prohibition from future use of library equipment or facilities. Illegal activities can be reported to law enforcement.

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director’ action and/or decision may be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.



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