



Newport News Public Library *Official Policy*
 Effective Date: 3/31/2021



SECTION	POLICY #	SUBJECT
400 – Technology and Internet Access		Computers and Internet

Computers and Acceptable Use Policy for Internet Access

Newport News Public Library has computers to serve the needs of the community. In order to use these computers, patrons must have a valid Newport News Public Library membership in their own name. Out-of-state visitors who do not qualify for an NNPL membership may purchase a visitor pass in order to use the public computers. Military personnel with an out-of-state ID may be issued a free visitor pass.

Before each use of the computers, patrons must read and acknowledge a statement indicating that they have read and understand this policy. All users will verify acceptance of the Computer/Internet policy as part of the sign on to the computer.

The Newport News Public Library is not responsible for damage to the patron's devices, computer, or for any loss of data, damage, or liability that may be incurred from the patron's use of the Library's computers or the Library's Internet access.

Acceptable Use Policy for Internet Access

Acceptable use of the City of Newport News Public Library's Internet access is subject to the laws, regulations and ordinances of the United States of America, the Commonwealth of Virginia, and the City of Newport News. Nothing contained herein shall be construed to refute, abridge, or otherwise negate the effect and full force of any such statute.

Access to the Internet as provided by the City of Newport News Public Library imposes certain responsibilities, limitations, and obligations upon the recipient of that access.

Acceptable use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy, freedom from intimidation, harassment, and unwarranted intrusion. Any use of Library equipment to access material that constitutes obscenity or child pornography is expressly prohibited.

Nothing in the foregoing shall limit the City of Newport News in prosecution of individuals or the attempt to recover damages including specific remedies contained in USA Patriot Act 2001, the Virginia Computer Crimes Act, and the following Federal Acts:

- The Privacy Act of 1974
- The Privacy Protection Act of 1980
- The Computer Fraud and Abuse Act of 1986
- Statutes addressing the Interstate Transport of Stolen Property
- The Electronic Communications Privacy Act
- The U.S. Copyright Act

Unacceptable uses include, but are not limited to:

1. Altering or attempting to alter Library computers or programs in any way (including Library set-up and files),
2. Violating or attempting to bypass security of the computer systems;
3. Use by Library employees and patrons of Library equipment and communication services for sending, receiving, viewing, or downloading illegal material via the Internet;
4. Violating copyrights, patent protection, or licensing agreements;
5. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
6. Accessing or attempting to access material that is obscene, contains child pornography, or is otherwise unlawful.

Internet Safety

The Library will take steps to promote the safety and security of the users of Library equipment and communication services. To the extent practical, Library staff will casually monitor patrons' computer and Internet usage to ensure compliance with this policy and the Children's Internet Protection Act, while respecting and preserving patrons' rights to privacy and confidentiality.

All publicly accessible computers with Internet access shall be equipped with a technology protections measure to filter or block Internet access through such computers to child pornography, obscenity, and, with respect to Library patrons under the age of 18, materials deemed harmful to minors as defined by § 18.2-390 of the Code of Virginia and the Children's Internet Protection Act. Such filtering measures shall remain in effect unless an adult patron has requested unfiltered Internet access for bona fide research or other lawful purpose.

No Internet filter is 100% effective, and Library staff cannot act *in loco parentis*. Parents and guardians remain responsible for supervising the Internet behavior of their minor children.

Unauthorized access, including unauthorized attempts to bypass such filtering measures, so-called "hacking", and other unlawful activities by minors online, are prohibited.

The Library is not responsible and cannot be held responsible for the variety of materials in a multitude of representations on the Internet, or for the actions or intentions of third parties that patrons encounter on the Internet. All patrons, particularly minors, are encouraged to take appropriate precautions when using electronic mail, chat rooms, and other forms of direct electronic communications. Patrons should be cautious when sharing personal and/or sensitive information in such communications, and share such information only with known and trusted recipients. Patrons are encouraged not to open attachments from unknown senders. The Library is not and cannot be responsible for maintaining the privacy and confidentiality of information provided by a patron to a third party via the Internet.

The Library will accommodate requests for unfiltered Internet access to website addresses by patrons and staff.

Software and Viruses

The Library shall provide selected software packages for business, educational, or recreational use and print/copy services. The software provided by the Library for public use is protected under U.S. Copyright Law. Patrons are forbidden to make copies of these programs for any reason or purpose (Title 17 US Code). Patrons may not install their own software for use on the Library computers. Only authorized software that has been purchased by the City may be used on Library computers.

Although the Library uses a virus-checker on the Library's computers, this does not protect users from the chance of getting a virus. Software downloaded from the Internet may contain viruses or other malicious software.

Saving original data files on the Library's hardware is not permitted. Patrons saving information from any of the programs on the computer or the Internet may save to a portable storage device only. Data storage devices are available for purchase. Library is not responsible for items left in or at the public computers. Data storage devices found will be discarded after 24 hours.

Computers

The computers are available on a first-come, first-serve basis unless they have been previously reserved. Reservations are taken on designated computers at all branches and will be accepted up to one week in advance. Only one reservations will be taken at a time and the next reservation will be taken at the completion of the previous reservation. Reservations will not be held for more than fifteen minutes past the reserved starting time.

Main Street, Grissom, and Bailey Libraries have express computers for walk-ins only (30-minute time limit).

Computer availability may be affected by maintenance and scheduling issues. Depending on availability, patrons may be limited for up to two hours.

AWE early literacy computers located in the children's area are available on a first-come, first-served basis.

No reservations will be taken on these computers. There is a one-hour time limit. An additional hour may be granted if there is not a waiting list.

Computers located in the children's area are for use by juvenile patrons with a valid Library card or Visitor Pass. Children under 10 years of age must be supervised by a responsible caregiver.

Suspension of Use Privileges

A Library patron who is suspended for violations of the Acceptable Use Policy for Internet Access shall also be suspended from using any other Internet access computer provided by the Library system at any location. Any violations of the policy set forth above will result in suspension of patron's computer and internet privileges. In addition, a patron's privileges may be suspended for:

1. Any abuse or misuse of the computer hardware or software. This includes copying Library software, the installation of unauthorized software, or changing Library established computer set-up programs.
2. Harassment of others or violation of their privacy.

Suspension of use privileges for other reasons shall be as determined by the Library staff based on Newport News Public Library policy or law. Patrons who are aggrieved by consequences imposed as a result of this policy may appeal to Library Administration.

APPROVAL

