



Internet & Computer Policy

The Carter Memorial Library Board established this internet policy to ensure appropriate use of public access computers, Wi-Fi, and printing. The library provides free computer and wireless internet access to the public as an informational, educational, and recreational resource. All patrons and staff are expected to comply with the provisions of this policy, whether using a device provided by the library or their own device. The library has two public access computer stations, and one laptop available for public in-house use. 24/7 Wi-Fi use is also available for use in and around the library premises.

Minor, in this policy, is defined as a person under the age of 18.

Appropriate Use of Library Internet Access

- The library may impose restrictions, such as time limits (during times of congestion) or types of use.
- The Carter Memorial Library public library public access computer workstations are filtered for obscenity and pornography.
 - a. No filter is 100% effective in that there is both under-filtering (some sites that should be blocked get through) and over-filtering (some sites that should not get blocked are blocked). Patrons who believe that a site falls in either category should inform desk staff.
- Library card registration is not required to use our public access computer stations.
- The Library's Collection Development Plan does not apply to the internet.

Prohibited Use

- The following uses of library internet access are prohibited:
 - a. Viewing, distributing, or displaying visual depictions that are obscene.
 - b. Viewing, distributing, or displaying visual depictions that are pornographic.
 - c. Viewing or displaying visual images that are harmful to minors.
 - d. Misrepresenting oneself, for fraudulent or illegal purposes, as another user.
 - e. Attempting to modify or gain access to files, passwords, or data belonging to others.
 - f. Sending threatening or harassing material.
 - g. Engaging in any activity that creates an intimidation or hostile environment.
 - h. Disseminating anyone's personal identification information without permission.
 - i. Seeking unauthorized access to any computer system.
 - j. Making changes to the settings or configuration of software or hardware.
 - k. Making unauthorized copies of copyrighted or licensed material in any form.
 - l. Using software not installed by the Library.



Carter Memorial Library

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Internet Use by Children (Under 16)

- Children under the age of 16 will be required to have a parent or guardian sign an internet user agreement for children. This must be done in person at the library.
 - a. Per Wisconsin Statute 43.30 (1m), which protects the identity of any individual who uses Library collections, resources, or services, Library staff cannot disclose usage by children aged 16 and over, nor enforce restrictions by parents or guardians placed on children aged 16 and over.
- Parents or guardians, not the Carter Memorial Library or its staff, are responsible for the use of the Internet by their children. A parent or guardian who wishes to completely control what a child sees on the Internet must be with that child when the child uses the Internet.
- Library staff do not have the time or resources to help disseminate information children may locate on the internet.

Notice to children

- All children:
 - a. Must follow the rules in this policy
 - b. Should be very careful when using e-mail, instant messaging, social media, and any other form of electronic communication.
 - c. Should not give out their address, telephone number, city or area in which they live, school they attend, etc., to any person on the Internet without a parent's or guardian's permission.
 - d. Should not agree to meet with anyone contacted over the Internet without a parent or guardian present.
 - e. Should not disclose personal identification information of any other person.

Cautions

The Carter Memorial Library is not responsible for any information users find through the internet. Users may encounter material that is inaccurate, controversial, offensive, or unsuitable for viewing by minors. Users should be alert phishing schemes, scams, etc., and attempts by others to gain access to personal usernames, passwords, financial data, account information, etc. The Library assumes no liability for any loss or damage to customer's data or equipment or any other injury that may occur from the individual's use of the Library's Internet or computer services.

Staff Monitoring & Misuse

Adopted: 8-25-2003 Revised 2-29-2016
Revised 6/16/2025



The library reserves the right to monitor access to the internet to ensure compliance with this policy. If a patron is found to be in violation of this policy:

- Library staff will ask users to end their access to the internet if they observe behavior in conflict with this policy.
- Users may be suspended, permanently terminated from computer use, or banned from library use based on the infraction and the number of times the infraction has occurred. The library director will determine the disciplinary course of action.
- Library staff shall notify the police of willingly unlawful behavior.

US Copyright Law

U.S. Copyright Law (Title 17, U.S.C.) prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibilities for any consequences of copyright infringement lies with users. The Carter Memorial Library expressly disclaims any liability or responsibility resulting from such use.



Internet Use Agreement For Children Under 16

THIS AGREEMENT MUST BE SIGNED IN THE PRESENCE OF LIBRARY STAFF ACCORDING TO BOARD POLICY.

I understand that the Carter Memorial Library and its staff cannot be responsible for information accessed through online resources and that there are minimal filters on library computers. It is the responsibility of the parent or legal guardian to monitor your child's access to the Internet. Not all sources on the Internet provide accurate, complete, or current information. Many sources contain sexually explicit, indecent and violent materials, or information pertaining to the use of harmful substances. Parent's guide to teaching kids internet safety is recommended at <https://www.justice.gov/criminal/criminal-ceos/keeping-children-safe-online>.

I have read the above policy and agree to the terms:

Parent Or Legal Guardian's Signature: _____

Date: _____ Child's Name: _____