

**Plainedge Public Library**  
**Policy for Public Use of the Internet**

Adopted by the Board of Trustees November 13, 1996

Revised December 18, 2003, November 18, 2013, January 19, 2022

The Plainedge Public Library offers access to electronic resources, including the Internet, as part of its mission to provide services and materials in a variety of formats to meet the informational and educational needs of the community.

- Downloading programs from the Internet and saving them on the Library hard drive is prohibited. Users may save files or attachments on other portable devices.
- Library staff will not monitor a user's Internet use, except for length of use in order to ensure equal opportunity of access for everyone. The user, or the parent of a minor, is responsible for his/her Internet session at all times.
- Whether using the internet at the Library or at home, remember to act as if you were in a public place.
- As it does with other Library resources, the Library will provide basic training on the internet and electronic resources.
- The Library cannot guarantee confidentiality over the Internet. Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk.
- The Library complies with the United States Copyright Law, and all other federal, state and local laws relating to the use of the Internet and other electronic media.
- Use of the Internet workstations is for lawful purposes only.
- Internet users may not use the Library's computers to display materials which are either obscene or pornographic as determined by State and Federal Law. Other illegal activities which are also prohibited include but are not limited to:
  - software piracy
  - degrading or disrupting equipment or system performance
  - deliberately propagating computer worms, viruses or any other ad-related or malicious content not limited to adware, malware, Trojans or ransom-ware.
  - invade the privacy of others by misrepresenting oneself as another user or attempting to modify or gain access to files, passwords or data belonging to others
  - gaining unauthorized access to resources, entities or any other organization's networks, computer systems, or devices
  - engaging in any activity that is deliberately offensive or creating an intimidating or hostile environment
  - violation of copyright or licensing agreements.
- At the end of each session, in order to protect user privacy, users must close all applications and end their session by clicking the appropriate button(s).
- The Library reserves the right to terminate an Internet session that disrupts Library services or involves user behavior that violates Library policy.
- Failure to use the Internet computers in a safe and responsible manner and comply with the Internet Policy of the Plainedge Library may result in the forfeiture of the user's right to use Library computers.
- The public library, unlike schools, does not serve "in loco parentis" (in place of a parent). A Librarian cannot act in place of parents in providing constant care and supervision of

children as they explore the Internet. Only parents and legal guardians have the right and the responsibility to monitor and control their own minor children's access to the Internet and to information obtained from the Internet. It is not the responsibility of Library staff to monitor your child's internet use. In regards to children, we recommend adhering to the following safety guidelines to ensure that children have positive online experiences, whether at home or in the Library:

- Use the Internet as a family. Join your children in Internet exploration.
- Explore the wide range of available information and tell your children about sites you consider inappropriate.
- Encourage children to use sites recommended on the Library's homepage and counsel them to avoid sites you consider unsuitable.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Instruct children NEVER to give out personal information (name, address, password, telephone number, credit card number) online.
- Always keep in mind that online communication is faceless and people may not actually be who they say they are.
- Never respond to any message that in any way makes you feel uncomfortable. Always practice 'netiquette' by showing respect for others and the online environment.
- Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.
- Never give out identifying information such as home address, school name, or telephone number. Parents/guardians should decide whether it's safe to reveal personal information.
- Never arrange a face-to-face meeting with someone (even if it's virtual), via the internet without parents/guardians approval.
- A child should never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.
- Parents/guardians can report an incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
- Remember that people online may not be who they say they are.
- Remember that everything one reads may not be true.