

**Section:** Service

**Subject:** Internet Safety Policy

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**Effective Date:** November 28, 2001 (Revised 06/16/04) (Revised 4/16/14) (Reviewed 6/21/17)

**Summary:** This document outlines the guidelines for public use of the Internet Access Computers at the Olathe Public Library.

**General Policy:**

The Olathe Public Library is a forum for all points of view and adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights formulated by the American Library Association and adopted by the Olathe Public Library Board of Directors. Users must comply with the United States copyright law, United States and Kansas obscenity statutes, and all other applicable laws.

The Internet is a global electronic network that provides access to ideas, information and commentary. The Olathe Public Library provides public access to the Internet in keeping with its mission as a forum for access to public information.

The library has no control over the information on the Internet and cannot be held responsible for its content. Restriction of a minor's access to the Internet is the responsibility of the parent or legal guardian. Within the above limitations, the library follows policies and procedures that support maximum safety for minors when accessing the Internet at the library.

- I. The library will comply with CIPA, NCIPA and KS CIPA regarding the requirement to use a technology protection measure (filtering software) on all staff and public computer workstations. Technology protection measures are not reliable due to the constantly changing nature of the Internet; therefore, the library cannot be held responsible for prohibited information that might be displayed or for useful information that may be blocked.
  - A. Upon the request of an adult, a member of the library staff will disable the filter on a computer being used by that adult to enable access for a lawful purpose.
  - B. Filters will not be disabled for minors 17 years of age and under.
  - C. Customers who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the person in charge or the library director and include the URL of the site in question and whether the request is to block or unblock it. Library director will review requests within ten business days.

**Section:** Service

**Subject:** Internet Safety Policy

---

- II. The library affirms the rights and responsibilities of parents or guardians to determine and monitor the children's use of library materials and resources. Parents and guardians, not the library or its staff, are responsible for the Internet information selected and accessed by their children.
  
- III. Using library computer workstations in an inappropriate manner, as defined herein, is prohibited. Members of library staff are under no obligation to monitor library computer workstation usage and accept no responsibility for investigating the manner in which those workstations are used except to comply with KS CIPA. When a member of the library observes a customer using a workstation in violation of the following Internet Safety Policy, the customer will be deemed to be using the workstation in an unacceptable manner, resulting in any or all of the following consequences:
  1. Immediate termination of the Internet session.
  2. Additional suspension of computer use or other library use privileges.
  3. Notification of appropriate law enforcement officials.

Materials on the Internet may be subject to copyright laws. Copyrighted materials may not be copied without permission of the copyright holder unless the proposed use falls within the definition of "fair use." (United States Code, title 17, Section 107)

#### **Internet Safety Policy**

- I. Customers shall not access or exhibit inappropriate matter or library Internet workstations. Inappropriate matter shall include obscene matter, matter harmful to minors, or materials containing sexual exploitation of children, as defined by Kansas Statutes and the Children's Internet Protection Act. Specifically:
  - A. Customers shall not access or exhibit obscene material on library computer workstations. Disseminating or exhibiting obscene material is a crime in the state of Kansas. See K.S.A. 21-4301 as amended.
  - B. Customers shall not access materials or computer-generated images deemed harmful to minors. See K.S.A. 21-4301a and K.S.A. 4301c. as amended.
  - C. Customers shall not use the library computer workstations in a manner that allows them to possess a computer generated image that contains or incorporates sexual exploitation of a child. See K.S.A. 21-3516, as amended.

**Section:** Service

**Subject:** Internet Safety Policy

---

- II. All customers are prohibited from sending electronic mail, instant messages, or chat room messages that violate any local, state or federal laws. Violators of this prohibition are subject to the consequences described above. Because of limited staff and technical resources, chat, e-mail, and commercial transactions are not a service priority. Library staff will not provide assistance with those activities.
- III. Customers are responsible for any careless and/or abusive treatment of computer hardware and software. Misuse of computer equipment and Internet access may result in the consequences described above. Misuse includes, but is not limited to:

Activities causing damage to library computer equipment, software programs, and data.

  - A. Activities deemed unlawful according to local, state and federal law
  - B. Unauthorized access to secure data, including so-called "hacking. Violations will be immediately reported to appropriate law enforcement officials.
- IV. Violation of individual privacy rights, including unauthorized disclosure, use and dissemination of personal information regarding minors is prohibited. Persons violating this prohibition are subject to the consequences described in section III above. Library staff will not disclose library customers' use of the library with respect to information sought or received, including Internet use, except pursuant to a valid court order or subpoena authorized under federal, state or local law.
- V. Complaints about enforcement of this policy or observed customer behavior which violates this policy shall also be submitted in writing to the person in charge, providing as much detail as possible. The library director will review complaints not readily resolved.
- VI. The library shall inform customers of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library's web site and in print at the service desks.
- VII. This Internet Safety Policy was discussed and adopted during an open meeting of the OPL Board of Directors on April 16, 2014. This policy supersedes all previous Internet Safety Policy statements of the Olathe Public Library and is effective April 16, 2014. This policy will be reviewed by the Library Board at least every three years.
  - a. The Internet Safety Policy was reviewed during an open meeting of the Olathe Public Library Advisory Board on June 21, 2017.

*The library reserves the right to set rules or revise this policy as needed to promote equitable computer use and protect library equipment.*