



Libraries

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Owner:	<i>Aaron Floyd</i>
Area:	<i>Public Services</i>
References:	
Applicability:	<i>NCRL Public Services</i>

Internet Usage Policy

Policy:

It is the policy of North Central Washington Libraries to set guidelines for the use of any Library District resource, including Library District Network and Hardware (public computing devices, public wired networks, and public wireless networks).

Applicable RCWs and Federal Laws:

[RCW 9.68.13018 U.S.C. § 1460](#)

[RCW 9.68A.05318 U.S.C. § 1466A](#)

[RCW 9.68A.07018 U.S.C. § 2256](#)

[RCW 9.68A.07547 U.S.C. § 223\(d\)](#)

Purpose:

To define the conditions and responsibilities associated with in-person use of NCW Libraries-provided public access computing devices, and internet access provided via NCW Libraries' networks (both wired and wireless).

Statement of Policy:

1. In order to protect patron data, internet activity, and our organization networks, as a best-practice the libraries use a content filter that blocks access to internet resources with known security risks. Security risk categories we currently block include: Peer-to-peer File Sharing, Malicious Websites, Proxy Avoidance, Phishing, Spam URLs, Hacking, and Dynamic DNS.
2. In order to comply with the Children's Internet Protection Act, the libraries use a content filter that blocks access to adult content when attempting to access it from a device on our library networks. Adult content categories we currently block include: Pornography, Child Abuse, Nudity and Risqué.
3. Intentionally viewing or printing images that could be considered adult content on any library-owned computing device is prohibited.
4. Users of library computing devices and library networks may not:

- Use any computing device located within NCW Libraries or on its networks for any illegal activity, including child pornography, as defined by RCW 9.68A.070 and 9.68A.075.
- Attempt to destroy or damage equipment, software, or data belonging to the library.
- Attempt to alter software configurations or install software on library computing devices.
- Attempt to bypass filtering or security systems within library-owned networks.
- Make unauthorized use of library accounts, access codes, or network identification numbers.
- Make unauthorized copies of copyrighted or other protected material.
- Engage in activity that is deliberately offensive or creates an intimidating or hostile environment for the public or staff.

5. To help protect patron privacy, Library District computers that are connected to the internet automatically delete history and temporary internet and cache files after each computer session ends. Users should be aware the internet is not a secure medium and third parties may still be able to obtain information regarding the user's activities. NCW Libraries does not release information to the public on our patrons' use of internet-connected computers and network resources.

Requests to "Block" or "Unblock" an Internet Website:

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

A customer may request an internet website be blocked, or unblocked for "bona fide research or other lawful purposes", by completing an **Internet Website Review Form** or by contacting library staff. Requests to block or unblock websites will be reviewed in a timely manner. Decisions to block or unblock a website will typically be made in accordance with Library District guidelines within five (5) business days.

Enactment:

By the enactment of this policy the Board of Trustees of North Central Washington Libraries is concurrently rescinding any prior policy or procedure within NCW Libraries that is either in conflict with or expansive of the matters addressed in this policy.

Additional References:

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). The Full text of CIPA from US Government Printing Office may be found here: <http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf>

Federal Communications Commission's Children's Internet Protection Act (CIPA) Guide: <http://www.fcc.gov/guides/childrens-internet-protection-act>

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Barbara Walters: Executive Director - NCRL	10/2021
	Tim Dillman	10/2021
	Tim Dillman	10/2021
	Aaron Floyd	10/2021

Applicability

NCRL, North Central Regional Library

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