Item: WLS Internet Use Policy Revision

Background: At the 11/28/2017 Meeting, the WLS Board approved the start of
                         implementation of e-Rate for school year 2018-2019 using Open
                         DNS filtering with Internet Watch Foundation categories and full
                         implementation of the Tor browser. Use of filtering will require
                         revision of the current WLS Internet Use Policy #10 in order to
                         bring it into compliance with e-Rate requirements.

Status: Attached for your information is the proposed revised Internet
                         Safety and Use Policy. This draft has been brought to the
                         Governance Committee for review. Additional text is shown as
                         underscored items and deletions are shown as ~~strikeout~~.

                         Any comments or suggestions can be made to the members of the
                         Governance Committee. Approval of the policy will be sought at
                         a future meeting.

March 27, 2018

Subject: Internet <u>Safety and</u> Use

Application: Employees, customers, consultants, contractors, vendors and visitors

General
Westchester Library System (WLS) and its member public libraries endeavor to develop services that meet the cultural, informational, educational, and recreational needs of Westchester County's diverse, multicultural community by providing access to Internet resources ~~including social media and blogging sites~~ that offer many valuable local, national and international sources of information. Information and resources on the Internet enhance those already held in the library and often go beyond what is locally available. Users are encouraged to take advantage of the Internet<u>, but also</u> ~~and~~ to exercise <u>discretion,</u> good judgment <u>and concern for privacy</u> ~~and discretion~~ in their use of it.

Confidentiality
WLS supports the right to privacy and confidentiality of library users in accordance with the ALA's Library Bill of Rights; the Freedom to Read Statement; the Freedom to View; Access to Electronic Information Services and Networks; and with the policies, goals and objectives of this public library system. <u>WLS considers any record of Internet use by a patron to be a library record and as such Internet use will be protected as confidential as prescribed by section 4509 of NYS Civil Practice Law & Rules.</u>

Disclaimer
WLS ~~does not monitor and has no control over the information accessed through the Internet, and therefore,~~ cannot warrant the information available through its Internet connection to be accurate, authoritative, factual, timely or useful. In addition, because the content of the Internet is not managed or governed by any entity, users may encounter materials they consider offensive. The board and employees of WLS assume no responsibility for damages of any type arising from the use of Internet workstations.

Appropriate Use
<u>Adults and minors are prohibited from use of the Internet for any illegal activity including but not limited to fraud, hacking, or any other form of unauthorized access.</u> Such illegal activities may result in loss of system privileges and criminal prosecution. Use of the WLS Internet gateway/connection is intended for private, non-commercial activities, and does not permit unauthorized sales and marketing of products or services.

Access by Minors
As with other library materials, the restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.

<u>As required by the Children's Internet Protection Act (CIPA), in order to be eligible for certain federal funding, WLS has implemented filtering on all Internet-accessible devices connected to its computer network. The filter protects against access to obscene materials including child</u>

pornography, which in the case of persons (minors) under the age of 17 has been deemed by WLS to be harmful.

Users should be aware that all filters, including the filter used by WLS, operate with a certain degree of "underblocking" (i.e. permitting access to certain material that is intended to be blocked) and "overblocking" (i.e. denying access to certain constitutionally protected material that is not intended to be blocked). WLS has attempted to implement a filter that complies with CIPA while providing library patrons with the broadest possible access to constitutionally protected speech and information. WLS cannot and does not guarantee that the filter will block all obscenity, child pornography or materials to minors. WLS also cannot and does not guarantee that the filter will not restrict access to sites that may have legitimate research or other value.

In order to help address the issue of overblocking and enhance users' access to constitutionally protected speech and information, WLS requests that all users, both adults and minors, send an email to it+filtering@wlsmail.org to request unblocking of an incorrectly blocked site. In addition, any user who is 17 years of age or older may disable the filter in order to obtain unfiltered Internet access by following the instructions provided on the computer screen or other instructions as WLS may provide from time to time.

Safety of Personal Information
To address the issue of safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, as well as the unauthorized disclosure use and dissemination of personal identification information regarding minors, WLS will provide training for member library staff. In addition, WLS encourages member libraries to provide training to library patrons and urges minors to keep in min the following safety guidelines:
1. Never give out identifying information such as home address, school name or telephone number.
2. Let parents, guardians and/or caregivers decide whether personal information such as age, marital status or financial information should be revealed.
3. Never arrange an in-person meeting with someone via any form of direct electronic communication without approval of a parent or guardian.

Oversight
The WLS Board of Trustees will receive and review the impact of the filter on the patron Internet experience on an annual basis.

Last approved: May 26, 2015