

Ajax Public Library Internet Access Policy



DMS: LIB-AP-074
Revision: 14
Use: Public

Pages: 3
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Approval: Manager

1. Purpose

The Ajax Public Library aims to provide access to internet, through wired public computers, free to access wireless connections, and borrowable technology. This policy establishes the expectations and acceptable usage of this service

2. Definitions

Public Computers: Library provided computers that facilitate access to the internet and word processing tools. Computers are in a public area and accessible to anyone with a library card or someone with a guest pass.

Borrowable Technology: Mobile hotspots loanable by the Library. These devices facilitate internet connectivity outside of the Library to those with internet accessible devices.

Wireless Internet: a Library provided service that allows customers to use their own device to access the internet wirelessly.

Unlawful activity: any activity or action that breaks or circumvents Municipal By-Laws, or Provincial and Federal Laws.

Caregiver: Parents, guardians, older siblings, relatives who are directly responsible for the care and well-being of a child nine (9) years of age and under while in the Ajax Public Library. In alignment with the Town of Ajax, the Library defines a competent caregiver as an individual aged fourteen (14) years or older to whom the parent/guardian has given responsibility for the care of the child.

Child: All persons who are nine (9) years of age and under.

3. Scope

To establish procedures for the acceptable usage of the internet by the public and staff. Violation of this policy may result in temporary revoking of user access and/or suspension of internet access rights.

In the case of unlawful activity, a user may also be held personally liable for damages caused by any violations of this policy.

4. Procedures

- 4.1. All established and existing policies and procedures of the Library must be followed.
- 4.2. Internet access is available for use to Ajax Public Library customers who meet the following criteria:
 - 4.2.1. Have a Library card in good standing.
 - 4.2.2. Request a guest pass.
 - 4.2.3. Bring their own device compatible with the wireless network.
- 4.3. Users must not tamper with any equipment belonging to the Library. This includes attaching foreign devices to the network, installing or uninstalling software, or defacing Library property.
- 4.4. Users may only use the internet equipment for lawful purposes. Conducting illegal activities will result in termination of access rights.

5. Roles and Responsibilities

- 5.1. It is the responsibility of anyone connecting to the Library's internet to read, understand and abide by this policy.
- 5.2. All users must adhere to the Library's Acceptable Behaviour Policy (LIB-AP-089).
- 5.3. It is the responsibility of the end user to respect the privacy of other users using the internet.
- 5.4. It is the responsibility of the Town to provide and maintain internet filtering software to ensure that sites deemed acceptable are accessible.
- 5.5. It is the responsibility of the Library to provide challenges to the Town, in writing, for website unblocking consideration.
- 5.6. It is the responsibility of a child's caregiver to allow a child access to the Internet.

6. Privacy and Confidentiality

- 6.1. Users must be aware that Library workstations are in a public environment. The Library reserves the right to prohibit access to material that in their judgement may be inappropriate for viewing.
- 6.2. The Library cannot guarantee the data security of personal information sent via the internet.

7. Accessibility

Accessibility concerns will be addressed on a case-by-case basis.

8. Communications

Information regarding this policy will be disseminated via DMS updates and email.

9. Exemptions

None.

10. Inquiries

For further information regarding this policy, contact your manager/supervisor or Coordinator of Technology.

11. Related Documents

11.1. Acceptable Behaviour Policy (LIB-AP-089)

12. Distribution

Policy is to be distributed publicly.

All users should receive notification of updates.