



Section of Policy Manual: Services	Policy No. : SER-11
Subject: Internet Access	Policy Approval Date: June 10, 2021
Year of next review: 2025	Last Review/Revision Date: Replaces Policy #33 and Appendix to #33 May 2021

The Gravenhurst Public Library (GPL) supports the Gravenhurst community in their pursuit of discovery, knowledge, and information. GPL will provide free access to the Internet through use of public access computers and Wi-Fi. This policy provides guidelines and responsibilities in regards to Internet and Wi-Fi access for users and staff.

Section 1: Public Computer Access

Access to the Internet is provided to patrons of all ages through networked public access computers on the premises. As outlined in GPL's SER-02 Children's Services Policy and GPL's SER-03 Teen Services Policy, GPL does not act as a parent to children, and will not filter information.

The following guidelines are applicable when accessing the public access computers:

1. Youth (ages 13-18) and adult patrons can access the public access computers for up to one hour a day, as long as public access computers are available.
2. Children ages 10-12 can access the public access computers for up to one hour a day, as long as public access computers are available. All children must have a parent or guardian complete and return a Computer and Internet Use Permission Form (Appendix A) before they can access the Internet. These forms are kept on file until the child turns 13.
3. Children ages 9 and under can access the public access computers when accompanied by an adult for up to one hour a day, as long as public access computers are available. Adults must stay with the child for the entire time that the child is on the computer. All children must have a parent or guardian complete and return a Computer and Internet Use Permission Form (Appendix A) before they can access the Internet. These forms are kept on file until the child turns 13.



4. Staff may use their discretion regarding additional time. Usage will be on a first come, first served basis.

Section 2: Wi-Fi Access:

The following guidelines are applicable when accessing the Wi-Fi:

- All patrons can access the public Wi-Fi on library premises. Children ages 12 and below must have a parent or guardian complete and return a Computer and Internet Use Permission Form (Appendix A), before they can access the Internet. Children below the age of 10 must have an adult accompany them while they access the Internet.

Section 3: Guidelines

The following guidelines will govern access to the Internet through the Gravenhurst Public Library:

1. Patrons may not use the Internet to conduct inappropriate or illegal activities, including, but not limited to, violation of copyright or rights of other third parties.
2. Patrons may not alter, tamper with, or cause any damage to the library equipment or software configuration. Patrons must conduct themselves in a way that does not interfere with other library users' use or enjoyment of the library. The Library is a public space, and GPL strives to maintain a welcoming and supportive environment. Users are asked to be considerate of other users when accessing sites that are distracting, loud, or have content that may be considered offensive to others. Users are expected to wear headphones when watching or listening to content with sound on the public access computers or personal devices.

Section 4: Internet Content

GPL recognizes the Internet as a tool to help people access information. GPL does not control the Internet or the content on the Internet. GPL recognizes that in addition to valuable information, the Internet contains resources that may be incorrect, illegal, misleading, and/or offensive. The Library does not filter the Internet, and does not take responsibility for information or resources found on the Internet. It is recommended that patrons carefully take into consideration the source of the information that they are accessing.



Section 5: Library Responsibility

1. The Library will attempt to ensure that public access computers are free of viruses and malware, however, the Library does not guarantee that the computers are free of viruses, glitches, malware, or other security issues or errors.
2. The Library will attempt to ensure that the Wi-Fi and public access computers are available when the Library is open. The Library does not guarantee that internet access and services will be timely, secure, private, error free, or uninterrupted.
3. Staff may provide technical assistance when time and knowledge permits. If staff do not know how to use an application or program, they may suggest other resources on the subject.

Section 6: Patron Responsibility

1. Patrons are expected to abide by all municipal, provincial, and federal legislation when on the Internet.
2. Patrons should be aware that the Library is a public space and that the Internet is not a secure medium. Therefore, third parties may be able to obtain information regarding users' activities. The Library does not take responsibility for users' safety or privacy online. The Library will provide basic information regarding internet safety and privacy when requested.
3. Patrons are responsible for evaluating information and sources to determine their validity and relevance. Patrons may ask Library staff for help regarding how to properly evaluate information.
4. Patrons are responsible for securing their personal information and must sign out of their accounts before leaving a public access computer.
5. Any costs, fees, or fines incurred through internet use at the Library are the responsibility of the user.
6. Patrons are responsible for their own devices when using the public Wi-Fi. The Library does not take responsibility for any damage incurred on personal devices, direct or indirect, arising from using their device in the Library.



Section 7: Consequences of Misuse of Internet Service

The Library staff reserves the right to take appropriate action to ensure compliance with this policy and can terminate a patron's session at their discretion. Violators may lose the privilege of using the Library's internet resources for a period of time or permanently. Where appropriate, violators may be subject to prosecution.

Related Documents

Appendix A - Gravenhurst Public Library Computer and Internet Use Permission Form

Gravenhurst Public Library Policy **SER-02 Children's Services**

Gravenhurst Public Library Policy **SER-03 Teen Services**

Gravenhurst Public Library Policy **SER-06 Adult Services**

The Canadian Charter Of Rights And Freedoms

The Ontario Public Libraries Act

The Canadian Library Association Statement on Intellectual Freedom

The Canadian Library Association Statement on Internet Access

The Ontario Library Association Statement on Children's Rights in the Public Library.

The International Federation of Library Associations and Institutions Statement on Library and Intellectual Freedom

The Canadian Copyright Act

The Criminal Code of Canada