



**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
POLICY & PROCEDURES**

Section
IT-260

Internet Use and Safety Policy (CIPA-Compliant)

Department Affected: **ALL**

Subject: **Internet Use and Safety**

Effective Date: **11/13/2025**

New
 Revised

Index Code: IT-260-12-POL.1.P

Originating Department: **Information Technology Department**

Internet Use and Safety Policy (CIPA-Compliant)

Proposed Effective Date: November 13, 2025

Supersedes: Internet & Wireless Use Policy (2019)

Approved by: LVCCLD Board of Trustees

Public Notice/Hearing: Notice posted on [11/13/2025]; public meeting held on [11/13/2025]; minutes on file.

1) Plain-Language Overview

LVCCLD provides Internet access to support reading, learning, and achievement. To receive federal E-Rate support, the Children's Internet Protection Act (CIPA) requires the district to use technology protection measures (TPMs) and to adopt and enforce an Internet Use and Safety Policy. This policy applies to all District-owned computers and all LVCCLD Wi-Fi networks, including use by patrons on personal devices and by staff.

2) What the Filter Blocks (Required by Federal Law)

CIPA requires filtering of visual depictions in only three categories:

- Obscenity
- Child pornography
- Harmful to minors (applies to computers used by minors under 17).

No other content categories are required by federal law. By default, LVCCLD configures filtering to the legal minimum needed for compliance, with additional cybersecurity protections (e.g., malware/phishing) that protect all users. The district remains committed to intellectual freedom and viewpoint neutrality.

3) Where and When Filtering Applies

- Coverage: All Internet-enabled public and staff computers and all LVCCLD Wi-Fi SSIDs/VLANs
- Minors: Filters are always on
- Adults (age 17+): Filters may be disabled on request for lawful use (see §4)
- Attempts to bypass TPMs (e.g., proxies/VPNs to evade filters) violate this policy.

4) Adult Access: Immediate Disable-on-Request

Any adult (17+) may ask staff to disable filters without delay for bona fide research or other lawful purpose—no explanation is required. Staff will verify age (library record or photo ID), submit an IT ticket requesting the temporarily disable filtering for the session, and re-enable it when finished.

5) Minors' Access & Personal Information

- Filters remain on for minors. A minor (or parent/guardian) may request site-specific review if a needed page appears wrongly blocked; staff can allow that site if it is not within a prohibited category
- LVCCLD prohibits the unauthorized disclosure, use, or dissemination of personal information regarding minors while using District computers or networks.

6) How LVCCLD Implements & Enforces TPMs

- TPMs are centrally administered and applied across wired and wireless networks
- Filtering configuration is regularly reviewed to maintain the narrowest effective settings required by law.

7) Getting a Site Unblocked or Filters Disabled

- Adults (17+): Request at a public service desk; staff will submit and IT ticket to itsupport@thelibrarydistrict.org requesting the disable filtering promptly for the duration needed. A minimal log (date/time, workstation/SSID, adult verification) is kept to administer the system
- All patrons: To report over-blocking, provide the exact URL to staff. The district will acknowledge within 2 business days and resolve within 10 business days where feasible. Decisions are communicated to the requester.



8) Privacy & Data Handling

LVCCLD respects patron privacy. Limited technical logs necessary to administer TPMs and network security may include timestamp, device or session identifier, and requested domain/category. Logs are protected, used only for operations/security, and retained per the district's records schedule. Users should avoid transmitting sensitive data on public networks.

9) Public Notice, Hearing & Documentation

Before adoption, LVCCLD provides reasonable public notice and holds a public meeting/hearing. The district maintains documentation of the policy, filtering configuration, staff procedures, disable/unblock logs, and Board minutes for E-Rate compliance.

10) Accountability, Violations & Appeals

Use that violates this policy, the Rules of Conduct, or law may result in loss of Internet privileges, removal from facilities, and/or referral to law enforcement when required. Patrons may appeal adverse decisions in writing to the library's Executive Director or administration@lvccld.org. A written response will be provided within a reasonable time.

11) Review Cycle

This policy will be reviewed at least every three (3) years, or earlier if laws, technology, or district practices change.

Certification

By approving this policy, the LVCCLD Board of Trustees certifies that an Internet safety policy is enforced and that technology protection measures are implemented in accordance with CIPA. Adopted by the Las Vegas–Clark County Library District Board of Trustees on November 13, 2025.