

# Computer and Internet Policy

## Title: Computer and Internet Use Policy

Effective Date: 6/13/2023

Authorized by: Wakarusa-Olive, Harrison Township Public Library Board of Trustees

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Electronic information research skills are essential in the educational preparations of students and adults. Access to the Internet enables people to explore thousands of libraries, databases, and other resources around the world. In making decisions regarding access to the electronic information and the Internet, the Wakarusa-Olive, Harrison Township Public Library considers its own stated mission, goals, and objectives. The Wakarusa-Olive, Harrison Township Public Library reserves the right to set and enforce rules and regulations concerning the use of Internet and other computer resources.

Providing access to electronic information services, networks, and the Internet is not the same as selecting and purchasing material for a library collection. Some information accessed electronically may not meet the library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. **Parents who are concerned about their children's use of electronic resources should supervise their children.**

### RESPONSIBILITIES OF USERS

- The library's Computer and Internet Use Policy will display on the computer screen as the patron begins to use the computer or accesses the library's Wi-Fi. Users are encouraged to read this policy carefully. **Continued use of the computer signifies that the patron has agreed to abide by the guidelines set forth in the policy.**
- **Verification of a young person's date of birth will be required for persons turning 11 years old.**
- The user is responsible for the correct use of the computer systems and its tools. Patrons are not allowed to install computer programs to the library's computers. Users will be held liable for damages as a result of improper use.
- Information gathered while using the computer systems or the Internet should be downloaded to the users' portable storage devices. All information saved on the hard drive of the library's computers will be deleted.
- **While using the Internet computers users continue to be responsible for supervising the behavior of children who have accompanied them to the library. If a child is disruptive, you may be asked to terminate your computer use early and supervise the child.**
- The user is responsible for complying with all copyright laws, patents, and licensing agreements.
- The user is responsible for protecting and/or keeping confidential their login information and/or passwords.

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- The user is responsible for logging out of any programs and/or sites. The library is not held liable for any misuse by other patrons if this has not been done.
- The Library staff reserves the right to request photo identification of persons requesting to use the computers.
- Computer users who also hold Wakarusa-Olive, Harrison Township Public Library cards should not have fines or overdue materials in excess of \$6.00. These patrons will be required to pay their fines and/or return library materials before they are allowed to use the library's computers.

### COMPUTER AND INTERNET USE (LEGAL AND ETHICAL)

Computers and their resources must be used only for legal purposes by the public and library staff. Examples of illegal use include, but are not limited to:

- Display or dissemination of sexually explicit or sexually suggestive (obscene/pornographic) material
- Unlawful or malicious activities
- Libel or slander of others or the library
- Using abusive or objectionable language
- Harassment of others
- Unauthorized copying of copyright-protected materials
- Destruction or damage of equipment, software, or data found on the computers
- Violation of computer system security
- Destruction or tampering with computer files
- Use of spamming software or other high bandwidth usage programs
- Use of Internet chat programs

Any violations or inappropriate use of the library computer systems or the Internet will result in loss of computer use and/or library privileges, and possible removal from the library premises.

### STAFF ASSISTANCE

Staff provides limited assistance for basic start up procedures. Library staff will not provide in-depth instruction for users. If specific information is needed, staff members will assist you in acquiring information, or will contact you at a later date with information you require.

### AGE LIMITS

Children's and public computers:

Children age 6 or younger must have an adult or older sibling sitting at the computer with them.

Internet Computers:

Users 10 and under must be accompanied by their parent or guardian.

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## TIME LIMITS

Children's Computers:

Children are allowed one hour per day.

Internet Computers:

An individual has up to 1 hour on the Internet if others are waiting; maximum time of 2 hours per day per individual.

## PRINTING

Cost of printing off the Internet is \$.30 per page for color; \$.10 per page for predominately black and white. Various sizes of paper have other costs. Wireless printing is available for a fee.

## DOWNLOADING

Users may download information onto their own portable storage devices.

## DISCLAIMERS

The Wakarusa Public Library is **NOT** responsible for the following:

- The accuracy of the information found on the Internet, or other computer systems
- Sites found on the Internet that the users consider objectionable
- Lost data or information downloaded from the Internet or computer files
- Viruses obtained through computer use
- Personal property or information damaged while using the computer
- The library does not offer direct access e-mail accounts
- Information obtained through inappropriate or illegal use of the Library's Internet connection

## FILTERING SOFTWARE/TECHNOLOGY PROTECTION MEASURES

It is the decision of the Library Board to use filtering software for all computers accessing the Internet. We acknowledge, however, the fact that no software is totally accurate in filtering Internet sites. Errors may occur in the filtering process. Patrons age 18 or over may request that a site be "unblocked" by library staff. Staff will take into consideration the following guidelines in determining if a site will be unblocked: 1) not allowing visual depictions which are obscene 2) child pornography, or 3) any material that is harmful to minors. Staff members will address the "unblocking" request within 24 hours (except closed days). The filtering software is not meant to discourage Internet use, but to promote the idea that the Internet should be used primarily as a tool for professional and educational research.

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## WIRELESS INTERNET CONNECTIVITY

Wireless Internet connectivity is offered to patrons age 11 or older who have their own laptop computer or mobile device. There are no time limits on wireless use. Patrons using the Library's connectivity will be subject to all other policies stated above, including filtering.

## Library Staff Guidelines

Along with the above regulations, the guidelines below must be followed by the library staff.

1. Staff must refrain from unauthorized use of computing resources, such as computers, scanners, printers, copiers, etc.
2. Staff will not use computing resources for private business purposes unrelated to the mission of the library.
3. Personal use of Library computing resources, if allowed, must be approved by the library director with the following minimum guidelines in effect:
  - Personal use will be on an employee's personal time.
  - It will not interfere with any work-related activity.
  - The person will supply their own expendable materials or pay the appropriate fees.
  - Digital storage space should be reserved for work-related tasks rather than for personal use.
4. Library e-mail accounts should be used for job-related communication and professional development.
5. The use of computing resources for personal interests such as email, social media, gaming, etc. is not permitted on library time.