

COMPUTER AND INTERNET USE POLICY

I. General Statements Regarding Internet

- A. Internet Access. The Deckerville Public Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This policy applies to both the Library-owned computers and wireless access available at the Library.
- B. Validity of Information. The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Internet users will need to evaluate for themselves the validity of the information found.
- C. Library Does Not Endorse Information on Internet. Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.
- D. View Internet at Own Risk. The Internet may contain information that is controversial, sexually explicit or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.
- E. No Liability. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Patrons shall use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

II. Nature of the Public Library Setting

- A. Respect Others. Because Library Users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images.

- B. Use with Caution of Risks. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

III. Procedure for Use

A. Reservation/Time Limits.

1. If a User wishes to use the Internet station he or she must first sign the sheet at the Circulation Desk.
2. Patrons should only use their first name and the time when signing in.
3. The User must show a library card in good standing.
4. The User may sign up to use the Internet station for periods of only one (1) hour at a time up to 5 times per day. Use of the Internet stations is available on a first come, first served basis. If no one is waiting, the User may use the terminal for additional 30 minute increments until another User signs up to use the terminal.
5. A waiting list will be created at the Circulation Desk of all computers that are in use.
6. Users must sign out by noting the sign out time by their name when they leave the computer terminal.

- B. Availability. The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are some computers that are limited to only the online public access catalog and are clearly marked. The online public access computers are available on a first come, first served basis.

- C. Closing. All computers and printers are shut down ten (10) minutes before the Library closes.

- D. Reimbursement for Printing. The User shall reimburse the Library 10 cents (\$0.10) a page for black and white printing and 1 dollar (\$1.00) a page for color printing. The User shall be responsible for all printing costs, so Users are encouraged to use “print preview” so that they are aware of the number of copies.

- F. Staff Assistance. Library staff provides limited assistance for basic start-up procedures. Several circulating print resources on Web searching are available.

IV. Internet Filtering; Children Under 18

- A. Responsibility of Parents and Legal Guardians. As with other materials in the Library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which Library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.
- B. Access for Users Under 18 Years of Age.
 - 1. Unfiltered/Unblocked Terminals. A parent or guardian must accompany and be sitting at the computer terminal with Users under 18 years of age wishing to have access to unfiltered or unblocked Internet workstations.
 - 2. Filtered Terminals. Users under 18 years of age wishing to access the Library's filtered or unblocked workstations must have a signed Internet Consent Form. A filtered terminal means the computer has a program installed that is designed to restrict minors from receiving obscene material or sexually explicit material that is harmful to minors. The parent or guardian is required to sign this form in person at the Library.
 - 3. Wireless Access. Wireless access will be filtered. Users under 18 years of age may not access unfiltered wireless access.
- C. Internet Consent Form. All children under 18 years of age who do not have an Internet Consent Form on file or who are not accompanied by a parent or guardian will be denied Internet access.
- D. Disable Filters. Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. If a patron 18 years of age or older desires unfiltered wireless access, the patron may request a login for the unfiltered wireless access from the Information Desk.
- E. Unblock Sites. Individuals who believe an Internet site has been improperly blocked can request that the site be "unblocked." A decision on the site's status will be made by the Director, who will prepare a written reply to the individual submitting the form. Any decision to deny the unblocking of a site by the Director may be appealed to the Library Board within 10 days of receipt of the written reply.

V. Acceptable Use

All users of the Library's Internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

- A. Lawful Use. The Library Internet connection and workstations shall be used in a lawful manner. The Library's Internet and workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, accessing material that can be classified as obscene or child pornography.
- B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.
- C. Use Must Not be Harmful to Minors. Michigan law prohibits users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit material or any other material deemed harmful to minors.
- D. Compliance with Code of Behavior. The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Patron Behavior Policy. All Internet Users must comply with the Library's Patron Behavior Policy, which shall be posted in the Library.
- E. Privacy; Unauthorized Access. Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.
- F. Time Limit. No patron may use the Library's Internet access more than once in violation of this Policy. Failure to leave a computer terminal upon the expiration of the allotted time is a violation of this Policy.
- G. Reimbursement. The User shall reimburse the Library __cents a page for black and white printing and ___ cents a page for color printing.
- H. Personal Software Prohibited. The Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration. The User shall also refrain from downloading/uploading files to/from the Library's computers.

- I. System Modifications. Users are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer workstation without authorization.
- J. Damage. The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.
- K. Terminal Use.
 - 1. For the adult Internet computers, only (1) person may use a workstation except for (1) a parent or caregiver assisting a user and (2) a person assisting another individual who lacks the knowledge to effectively use the computer alone. However, in either case, both individuals must be seated.
 - 2. No person may stand behind another person.
 - 3. Upon request, Library staff members may approve and allow additional Users at a workstation.
- L. Personal Information; Unauthorized Release. No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.
- O. Saving Files and Documents. Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow Users to permanently save documents or personal files to the hard drive.

VI. Violations of Internet Use Policy; Appeals

The Library Violations Enforcement Policy will set forth the process and procedure for violations of all Library policies, including but not limited to the Internet Use Policy. All violations of this policy and appeals of any suspensions shall be addressed according to the Library Violations Enforcement Policy.

VII. Staff Assistance

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.

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