



## Computer and Internet Use Policy

### 1. General Statements Regarding Internet

- a. Internet Access. The DeWitt District Library is an information/reference resource center. As such, it provides information in a variety of formats, including electronic. The Internet enhances the Library's existing collection in size and depth. It allows access to ideas, information, and commentary from around the globe. 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. However, 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. Please use caution when transmitting or using private information as the Library cannot assure and accepts no liability for the transmission of your private data.

### 2. 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. This applies to use of the Public Use Computer and the wireless access.

- c. Monitoring Use. Library staff will exert their best effort to monitor laptop usage for assistance and security when Users are within the staff's physical proximity.

### **3. Procedure for Use**

- a. Reservation/Time Limits. The public use laptops are available on a first-come-first-served basis. If all public use laptops are in use, patrons may add their name to a reservation list. Public use laptops are limited to one hour sessions. If no one is waiting, the User may continue use the laptop for an additional hour up to the 2 hour per day maximum.
- b. Authorization for Computer Use. All Users must agree to and accept this Computer Use and Internet Policy in order to use any Public Use laptops or access to the Library's wireless network.
- c. Staff Assistance. Library staff provides limited assistance for basic start-up procedures. Several circulating books on Web searching are available. 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.
- d. Closing Time. The internet will shut down 15 minutes prior to closing.
- e. Printing is available from most computers at a cost of \$.15 per page for black and white copies and \$.75 per page for color copies. These print jobs will be directed to the Service Desk and all print jobs must be paid for before obtaining the copies.
- f. Log Off. For your own protection, always log off when using the Public Use laptops.

### **4. Internet Use by Minors -- Patrons Under 18 Years of Age, 2000 PA 212**

- 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 Patrons Under 18 years of Age. Patrons under 18 years of age wishing to access the Library's Internet must have a laptop agreement form signed by a parent or guardian. Parents or guardians are responsible for monitoring the use of the minor's Internet use. Library users under the age of 11 or under must have a parent present with them at all times. Michigan law prohibits minors from accessing obscene matter or sexually explicit matter that is harmful to minors.

- c. Laptops are not filtered. Parents who sign laptop agreement giving permission for their minor children to use a public laptop are also giving their children permission to access the Internet. If a parent does not wish to give Internet access permission to his or her minor child aged 11-17, the parent must borrow the laptop on behalf of the child and remain with the child when it is in use.

## 5. Acceptable Use

All users of Library internet connection and laptops are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures 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. Laptops have full access to the internet and are not filtered. All laptop Users must sign a Laptop User Agreement. Parents who give permission to their minor children to borrow a laptop are also giving their child permission to access the internet. If a parent does not wish to give internet access permission to his or her minor child aged 11-17, the parent must borrow the laptop on behalf of the child and remain with the child when it is in use.
- d. Compliance with Patron Behavior Policy. 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 available 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 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. 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. However, Users are permitted to bring and use a personal USB drive, provided the USB drive is not used in a manner that is inconsistent with this policy. This prohibition includes attaching cameras, iPods, Smart Phones, tablets or other similar device to the computer or network. The User shall also refrain from downloading/uploading files to/from the Library's computers.

- h. System Modifications. Users are not permitted to change or alter the security setup, operating systems, the network configuration or any other configuration of any Library computer workstation without authorization. Users may not damage or gain unauthorized access to the computer or network or repeatedly or intentionally visiting website that introduce spyware, malware, virus or other damaging programs.
- i. Purpose; Prohibited Uses. The Library's Internet resources should be used for educational, informational and recreational purposes only. The Library's Internet Access shall not be used for personal profit or commercial activities, including the sale of goods and services or fund raising. The Library Internet is intended for information gathering only.
- j. Damage. Computer workstations must be used in a responsible manner and Users must take care with use of the equipment. The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.
- k. Violations of Internet Use Policy. Enforcement of the Internet Use Policy shall be processed under the Violations Policy.