



## Computer & Internet Use Policy

### Purpose

The purpose of this policy is to define the appropriate use of technology resources at Nippersink Public Library District by Library Technology Users. This includes technology and resources accessed through Library equipment, loaned by the Library, or accessed via the Library's wireless Internet connection. This policy is to be used in conjunction with other Library policies and all federal, state, and local laws and regulations concerning the use of property and computing resources.

Use of public Library computers, the Library's network, or the Library's wireless connection constitutes acceptance of this Computer & Internet Use Policy.

### Validity of Information

The Nippersink Public Library District has no control over the information accessed through the Internet and makes no guarantees, express or implied, regarding the quality, accuracy, or appropriateness of content found online. The Internet offers access to a wealth of information and resources, including a broad range of ideas, information, and opinions. However, not all information encountered online is reliable. Library Technology Users are encouraged to critically evaluate online content.

### Responsible Use

Access to the Library's computers and Internet connection is a privilege. Users must respect the rights of others, Library equipment, and applicable license and contractual agreements. Users must comply with legal standards, including copyright laws, and take precautions to protect their personal data. The Library is not responsible for the security of personal information transmitted over its public network.

All users of public computers or wireless Internet must:

- Sign up for only one public computer session at a time
- Report any lost or stolen Library card immediately
- Observe copyright and license laws
- Follow posted time limits and regulations for public computers
- Be cautious when providing personal information over the Internet
- Log out of all accounts and lock the workstation before leaving a computer
- Refrain from eating or drinking while using Library computers
- Use headphones when playing audio or video, and keep volumes at a level that does not disturb others
- Save personal work to an external device or cloud storage; files saved to Library computers may be deleted automatically



The Library reserves the right to ask users to discontinue displaying information or images that may be disruptive to other patrons and staff. The Library may terminate a session for failure to comply with this policy.

### **Filtering**

To comply with the Children's Internet Protection Act (CIPA), the Library utilizes dedicated software in the Youth Services Department to prevent minors from accessing harmful content. However, this software does not guarantee that all objectionable sites are filtered. Parents or legal guardians, not Library staff, are responsible for determining what Internet resources are appropriate for their children. Users may request filter disabling for research purposes. If a website is improperly blocked, users may ask a staff member to request an unblock through the Library's IT service provider.

### **Violations of Use**

The Library reserves the right to suspend computer and/or Library privileges for anyone who uses Library computing equipment, electronic devices, or networks for illegal activities or in violation of Library policies.

Users must not:

- Share access credentials: Sharing or distributing account numbers, passwords, or any other authorization details without consent is prohibited.
- Harass others: Using the Internet to harass or threaten others is strictly prohibited.
- Misuse Library technology: Damaging or tampering with Library computer equipment, software, or security measures is prohibited.
- Download prohibited files: Downloading or installing executable files from unauthorized sources is not permitted.
- Tamper with Library settings: Modifying hardware or software configurations or attempting to disable Library security software is strictly prohibited.
- Engage in illegal activities: All users must comply with federal and state laws. Accessing prohibited content or engaging in unlawful behavior is forbidden.
- Violate licensing agreements: Users must comply with the Library's licensing agreements for digital resources.
- Commit copyright infringement: Unauthorized duplication of copyrighted material, violating software licensing agreements, or illegally downloading copyrighted content is prohibited.
- Attempt security breaches: Violating system or network security protocols is strictly forbidden.
- Misrepresent identity: Using false identities online to commit fraud or engage in deceitful communication is prohibited.
- Disrupt Library operations: Failure to follow the Patron Conduct Policy is grounds for removal.



### **Limitations of Use**

The Library may impose time and manner limitations on computer use to ensure equitable access for all patrons.

### **Printing**

There may be a charge for printing from public computers. Charges are posted, and patrons must pay prior to printing.

### **Liability Disclaimer**

The Library is not responsible for loss of data, damage to personal devices, or security issues that may result from using Library computers or the public network. Internet access is provided on an “as available” basis, and the Library does not guarantee access to specific websites or online services.

Patrons who choose to enter personal or financial information online do so at their own risk. Library staff cannot complete online transactions on behalf of patrons.