

Computer Use and Internet Access Policy

Policy regarding the use of public computers and the Internet at the Wall Lake Public Library

The Wall Lake Public Library is pleased to provide access to electronic resources via the Internet through the use of our public access computers. Computers are available for public use during regular business hours, except during times of routine or emergency maintenance. The purpose of providing public Internet access is to expose the public to the world of information available on the Internet and to provide equal access to that information for all individuals in the community.

Since the Internet is a global electronic network, the Wall Lake Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet and its available resources may contain material of a controversial nature. The library will not censor access to material nor protect users from offensive information and is not responsible for the availability or accuracy of information accessed from remote network sites.

The library receives Federal funding in support of internet access. Federal law requires libraries receiving such funding to install filters on its internet computers. In compliance with the Children's Internet Protection Act (CIPA), the Wall Lake Public Library provides internet workstations equipped with filtering/blocking technology. However, the library recognizes that filtering/blocking technology is not a completely reliable means of protection from materials that may be offensive, controversial or illegal. Parents are encouraged to work closely with their children in selecting material that is appropriate. All adults (18 years or older based on library card registration) seeking unfiltered internet access for their own use may temporarily disable filtering for each session.

The following rules govern the use of the library computers:

- As in the case with other materials in the library's collection, any restriction of a child's access to the Internet is the responsibility of the parents or legal guardians. The Wall Lake Public Library cannot act as a censor or substitute parent. It is the responsibility of the parents to provide the oversight to ensure their children's use of the Internet in a safe and appropriate manner, including the proper use of expensive computer equipment.
- Use of the public access computers is on a first-come, first-serve basis. Library staff will not take reservations. There is a one-hour time limit, which may be extended if no one is waiting. The Library reserves the right to ask those using the Internet for recreation to relinquish the computer for those doing research but only when necessary. If the use of a computer results in disruption of library services or if behavior becomes inappropriate for a library setting, the Library reserves the right to end the session at any time.
- If necessary, staff will assist Library patrons in getting started on the Internet. Library staff cannot provide in-depth assistance concerning Internet computer

jargon or personal computer use. Staff may, however, be able to offer searching suggestions and answer questions as time permits. Because of Library scheduling, Internet-trained staff may not always be available.

- The Library makes no guarantee, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information on the Internet is accurate, current or complete. Therefore, users are encouraged to evaluate the validity of the information accessed.
- The cost to print from the public access computers is \$0.10 per page for black and white prints and \$0.25 per page for color prints.
- The Library does not provide e-mail accounts through the Library's Internet service provider.
- Chat room participation is allowed. However, patrons must bear in mind that some participants in chat rooms may display inappropriate or deceiving materials. Therefore, chat rooms may be used at the patrons own risk.
- Individuals may not modify or gain access to files, passwords, or data belonging to others. Individuals may not seek unauthorized access to any computer system, or damage or alter software components of any network or database. In other words, hacking will not be tolerated. Individual software may not be installed or used to alter or attach equipment to the library's hardware or to attempt to bypass security features.
- Each user is responsible for complying with the copyright law and adhering to software licensing agreements, as well as all local, state, and federal laws including, but not limited to, those concerning fraud, privacy, or obscenity.
- Internet access computers will not be used for unauthorized, illegal or unethical purposes. No one may send, receive or display text or graphics that may reasonably construed as obscene. Library staff will have final authority in judging the nature of a site. If caught purposely browsing a pornography, hate, or violence-related site, individuals must immediately close the Internet and leave the workstation.
- Since the Internet access computers are located in public areas which must be shared by Library users of all ages, backgrounds, and sensibilities, the Library reserves the right to ask individuals to discontinue the display of information and images which violate any policy of the Wall Lake Public Library.
- A flash drive may be used to save information from a computer. The library is not responsible for any damage to flash drives when used in library computers. Although the library used anti-virus software on its computers, absolute protection is not guaranteed. Software downloaded from the Internet may contain viruses. The library encourages the Internet user to install and use anti-virus software on his/her own computer and equipment.
- The Wall Lake Public Library cannot guarantee confidentiality over the internet. Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk.

Wireless Internet Users

The Wall Lake Public Library provides wireless Internet access for patrons using their own laptop computer or hand-held device equipped with a functioning wireless connection.

The Library assumes no responsibility for patron-owned equipment or software, and cannot guarantee the security of files or transmissions of wireless users. Library staff is not able to provide technical assistance for wireless users.

The Internet Use Policy and Procedures applies to ALL persons accessing the Internet through the Library.

ALL PATRONS PLEASE NOTE: Violators of this Computer Use and Internet Policy may receive a suspension from Internet use or may have privileges permanently withdrawn.

The Internet Policy was approved by the Wall Lake Public Library Board of Trustees in December 2007; Reviewed: November 2011; Reviewed: January 2014; Revised: January 2016; Revised August 16, 2016; Revised February 2018; Reviewed February 2019; Revised July 2019; Reviewed March 2020