

## **XIV. Computer and Internet Use Policy**

The Forest Lodge Library provides computer and internet access as a means to enhance the information, learning, cultural and entertainment opportunities for patrons of and visitors to the library's service area. This Computer and Internet Use Policy has been developed by the Forest Lodge Library's Board of Trustees to ensure appropriate and effective use of these resources.

Access to the internet is available to all patrons although this service may be restricted for use not consistent with established guidelines. Parents or legal guardians assume responsibility for deciding what materials are appropriate for their children. Restriction of a child's access to the Internet is the parents' or guardians' responsibility.

### **Expectations:**

Users are expected to abide by policy guidelines outlined below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of internet use privileges. Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws.

### **Warnings:**

The internet is a decentralized, unmoderated global network; Forest Lodge Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the internet. The library does not monitor or control the content of the material accessed through the internet. Not all information found on the internet is accurate, complete, current, legal or philosophically acceptable to all individuals. *(Library personnel can offer guidance regarding digital literacy and legitimate online news or information services and resources.)*

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The library assumes no responsibility and will not be held liable for any direct, indirect or consequential damage arising from the use of information found on the Internet, or any communications sent via the Library's internet connection.

The Library does not monitor an individual's use of the Internet; nor does the library employ filtering software.

The use of the Internet and e-mail is not guaranteed to be private.

## **Guidelines:**

### **Public Access Computers**

- Public access computer use is offered in thirty (30) minute sessions on a first-come, first-served basis. If there is no patron waiting for the service at the end of the session, the session will be automatically extended.
- All public access computers are connected to the library's internet service.
- All public access computers are connected to the library's printer.
- Users may use the library's public access computers for research and the acquisition of information to address their educational, vocational, cultural and recreational needs.
- The Forest Lodge Library employs the use of PHAROS software to manage patron use of public-access computers. If all public-access computers are in use upon patron arrival, they may log-on via the PHAROS computer, located on the OPAC/online card catalog computer, with their own patron card, or by utilizing one of the Library's guest cards, to reserve a computer session. If caused to vacate session, user may log-on to the PHAROS queue to reserve another session.
- The library has several laptop computers which may be available for use upon request. Use must be within the library. Library laptops are also connected to the internet and printer.
- The library is unable to manage e-mail accounts for any organizations or individuals. Patrons must use a free e-mail service or have remote access to their own server. The library will not retain or remember patron email passwords.
- Users may anticipate that the library staff will assist patrons with the use of any or all library installed or contracted programs or databases. However, user should understand that library staff may not be knowledgeable about non-library sponsored programs or databases and cannot assure that assistance provided will achieve user's desired outcome.
- Users will respect the rights and privacy of others by not accessing private files. If a prior user has failed to "log-off" of a public-access computer or public email service, current user is asked to log-off from that session and initiate their own.
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.
- Users may not download software to library computers without express permission from the Library Director.
- A patron having a legitimate cause for being exempted from the 30-minute session limitation, such as job-search or test-taking, may request permission from library staff to use one of the Forest Lodge Library's notebook computers, which may be used in-house only.
- Public access computers use hard drive protection software. Any files created on public access computers will have been erased by the following day. If a patron wishes to save any documents or files created on library public access computers they must provide their own storage device.

## All Internet Use

- Users will respect and uphold copyright laws and all other applicable laws and regulations.
- Users agree not to incur any costs for the library through their use of the Internet service.
- Users shall not create and/or distribute computer viruses over the Internet.
- Library staff may at times limit activities such as “on-line interactive game playing” when such activities monopolize bandwidth accessibility and have a negative impact on overall computer performance of all library internet activities.
- Library staff will assist users in identifying our Public Wireless service, but, owners of personal notebook computers are responsible for their own equipment and the software installed on same. Library staff is not allowed to configure patron laptops or devices or install any software on them.
- Library staff may be available to assist users and answer questions but may not have time to provide in-depth instruction or technical assistance.
- Library staff cannot assist users with the input of personal legal or financial information.
- Although the Forest Lodge Library supports intellectual freedom, the public nature of our public access computer/internet stations requires us to request our patrons to refrain from visiting sites that might be upsetting to the general populace, such as pornographic sites.
- Forest Lodge Library will report any patron that is accessing websites featuring child pornography or any patron engaging a minor in the viewing of pornography to law enforcement. The display of obscene graphics or those that may be harmful to minors is illegal under Wisconsin Statutes 944.21 and 948.11.

## WiFi


The Forest Lodge Library’s public internet service is available 24/7. It provides an unfiltered access point for use by patrons with WiFi capable devices. The reliability, availability, privacy and security of the service cannot be guaranteed.

Wireless networks are not secure and use is at the individual’s own risk. Virus, security and privacy protection are the responsibility of the individual patron.

The library assumes no responsibility for content accessed via this unfiltered network. By choosing to use this free service patrons agree to follow the guidelines of the library’s Computer and Internet Use Policy.

Approved: October 14, 2021

Board President:

  
Laurie St. Aubin-Whelihan

To be reviewed annually.

Review dates: November 2022.