

COMPUTER AND INTERNET ACCESS POLICY



Nature of the Internet

As an unregulated medium, the Internet differs from the Library's collection in that it is not organized, cataloged, or evaluated by the Library staff.

The Library has no control over the Internet and its resources and assumes no responsibility for the quality, accuracy, or currency of any information found on the Internet.

The Internet may contain material of a controversial nature. Not all sources on the Internet provide information that is current, accurate, unobjectionable, or complete. Some content is obscene and/or harmful to minors. Although Library computers have filtering software, the Library does not guarantee protection from controversial material. Parents or guardians of minors are responsible for their children's use of the Internet through connections provided by the Library.

Wireless Internet access is available throughout the Library building to eligible users who have the necessary devices and software, via an open, unsecured network.

Staff Assistance

Library staff provides limited assistance for basic start-up and navigation. When Technology Help staff are available, they may provide additional assistance. Library staff do not assist patrons with any online financial transactions.

Privacy of Patrons Records

All Library records identifying the names of patrons with records of use of specific library materials and electronic resources are confidential in nature and will not be made available to any person or agency, including governmental authorities, except pursuant to authorized process, order, or subpoena, according to law.

Use of Internet & Library Computers

- Use of the computers is on a first-come, first-served basis.
- Up to two people may work together at a computer, one person per chair.
- The Library does not provide data storage. Library computers are erased upon restarting.
- If patrons choose to save files created on Library computers or the Internet on their own devices, they must provide their own storage devices, utilize their own cloud storage accessible on the Internet, or purchase a USB Flash Drive at any service desk. Data downloaded from the Internet, or visits to infected websites may contain computer viruses. The Library is not responsible for damage to any patron's equipment, or any loss

of data, damage, or liability that may occur from the patron's use of the Library computers or the Internet.

- The Library assumes no responsibility for any activities conducted by users of the Library's computers or by users' devices connected to the Library's wireless network.
- Patrons risk loss of Library privileges if they access sites that contain illegal content or are *disruptive to other patron's use of the Library* (for example, pornography, etc.). All computers may be monitored by Library staff at any time. There is no expectation of privacy while using Library computers or Internet connections.
- Library computers may be used only for legal purposes. Unacceptable use includes, but is not limited to: harassment, libel or slander, fraud, destruction, modification or damage to equipment, software, or data; accessing websites that are harmful to minors or depict child pornography (any visual depiction [that] is or appears to be, of a minor engaging in sexually explicit conduct); disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material; unauthorized access, including hacking and other unlawful online activities.
- Patrons may not modify or remove any equipment. If equipment maintenance is required, staff are to be notified.
- Patrons must not attempt to circumvent computer session controls or security measures.
- Neither Library equipment nor the assistance provided by Library staff may be used for illegally altering the content of documents, photos, or any digital files (e.g., audio) and performing any other illegal activity.
- Computers on the automated reservation system shut down approximately 5 minutes before the Library closes.
- Food and beverages are not allowed in the Computer Lab or STC Creative.
- The Library reserves the right to terminate a patron's computer session if the patron is in violation of the Library's Patron Code of Conduct or this policy. Library Cards are not transferable.
- Patrons may be limited to their initial 90-minute session if there are other patrons waiting to use the computers.

Internet Permission

Parents or guardians are responsible for their child/student's Internet use.

Adults and High School Students SIGN In

- Public Internet Computers are for the use of adults and high school students with St. Charles Library cards in good standing.
- Young Adult (YA) Internet Stations in The Loft are available only to high school age patrons.
- All other public computers on the main level are available to all adults, high school students and children with their legal guardians.
- Guest Passes for computer and Internet access are available upon request at all service desks.

Youth Services SIGN In

- Computers in the Youth Services Department are for the use of preschool children and students in elementary and middle school and their caregivers.

- Children preschool through grade 2 may use computers when a caregiver remains at the computer with them.
- Caregivers may use the computers in Youth Services only when their children are in the Youth Services Department or attending programs.
- Up to two computers may be in use by a child and their caregiver at any time.
- Guest Passes for computer and Internet access are available upon request at the Youth Services Desk.
- Children and students have preference at all times. Caregivers will be given five (5) minutes to close out a session when a child or student is waiting.
- A student will be able to access the Internet in its entirety, including the ability to enter URLs of the websites they wish to use.
 - Caregivers are responsible for their child/student's Internet use.

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