

## Computer Use Policy

4/30/2021

The Community Library of DeWitt & Jamesville provides free access to the Internet and select software applications to the public via public computer workstations and laptop computers.

The library offers public computers in various locations:

- **Adult Computer** workstations are available for use by adults 18 and older; patrons are allotted 1 hour for each session and an additional 1 hour of extra time if necessary (2 hours total). Patrons must agree to extra time on their screen.
- **The Express Computers** are available for use by adults 18 and older; patrons are allotted 30 minutes for each session. The express computers are located in the Makerspace.
- **Children's Laptops** are available to patrons 18 years of age or older who present either: A) a valid Driver's license; or B) a valid state photo ID to be held at the Children's Reference Station. Laptops can be checked out for up to 3 hours unless patrons are using them for 3D Printing. Tablets are available for first-come, first-served use.
- **Teen Computer** workstations are available for users ages 12 - 17; patrons are allotted 1 hour for each session and an additional 1 hour of extra time if necessary (2 hours total). Patrons must agree to extra time on their screen.
- **The Digital Design** station is available to be used by patrons while supervised or by certified patrons only. Patrons must be 13 or older or come with an adult in order to use this station.

### Computer Use

- Computers are available on a first-come-first-served basis to all patrons holding a valid library card or guest pass. The Express Computers do not require a library card or guest pass to use.
- Patrons are required to present a valid photo ID to obtain a guest pass. Guest passes are usable for up to 2 hours.
- Personal listening devices (earphones, etc.) are required for consuming any content with sound on any computer in the Library.
- Adult patrons may only use the public workstations in the Children's Room while working with a child under the age of twelve.
- Patrons cannot view obscene content, nor can they use the public workstations for illegal or criminal purposes.
- All computers will become unusable 15 minutes before the library closes.

### Appropriate Use

Users of library provided public computers are responsible for conducting themselves in a legal and responsible manner.

Examples of illegal use include, but are not limited to:

- Violating an existing State or Federal law
- Attempting unauthorized access to any computer systems inside or outside the network
- Unlawful communications, such as child pornography and threats of violence
- Intentional distribution of malicious computer software including viruses and malware

Computer users shall not interfere with other users or attempt to interrupt services including computer and internet services. In addition users should not attempt to obtain or disclose private/personal information of another user to anyone, including library staff members.

### **Privacy and Security**

The Community Library of DeWitt & Jamesville collects information about sessions tied to session ID (usually the library card). Records of computer use are deleted when the computers are restarted. Electronic communication by its nature may not be secure and users should not assume any level of privacy while using this service. Each user should exercise caution when accessing the internet and transmitting and/or receiving data.

While the library strives to provide safe internet access for the public, we cannot guarantee any level of security for our users.

### **Policy Enforcement**

Any user who is found to be in violation of the Computer Use Policy is considered in violation of the Patron Code of Conduct. Internet access and use of other library resources may be suspended for a specific time period.

Users who perform illegal activities while connected to the wireless network may also be subject to prosecution from the appropriate authorities.

### **DISCLAIMER**

The Library is not responsible for damage to any removable drive (i.e. CD or flash drive) or loss of data that may occur due to malfunctioning hardware or software.

The Library is not responsible for any computer viruses that may be transferred to or from user storage devices. The library laptop is using current anti-virus software, but cannot guarantee protection against all viruses.

The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure or network interruptions. Users wishing to save files they have created must back them up to USB drives or personal internet based accounts. All created files will be wiped clean after a session ends by software that is in use on the laptop.

The Library assumes no responsibility for any damage to Library users' personal devices, software, files, and/or equipment. Tampering with Library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.