



## Public Computer Use Policy

5/5/22

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:

1. **Adult Computer workstations** are available for use by adults 18 and older; patrons are allotted 60 minutes for each session and can have an additional 60 minutes of extra time for a total of 120 minutes.
2. **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 by the adult computer workstations downstairs.
3. **Children's Laptops & iPads** are available for use by all patrons allowed in the Children's Collections; session control software is not present so we ask that patrons to be respectful and communicate with other patrons who would like to use these devices to share them fairly.
4. **Teen Computer workstations** are available for users ages 12 - 17; patrons are allotted 60 minutes for each session and can have an additional 60 minutes of extra time for a total of 120 minutes.
5. **Maker workstations** are available for use by all patrons allowed in the Makerspace; these patrons are allotted 60 minutes for each session and can have an additional 60 minutes of extra time for a total of 120 minutes.
6. **Laptops** are available to patrons 18 years of age or older who have a library card in good standing.

### 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 Computer does not require a library card or guest pass to use. Patrons are required to present a valid photo ID to obtain a guest pass.

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 log out 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:

1. Violating an existing State or Federal law.
2. Attempting unauthorized access to any computer systems inside or outside the network.
3. Unlawful communications, such as child pornography and threats of violence.
4. 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 shall not attempt to obtain or disclose private/personal information of another user to anyone, including library staff members.

### **Filtering**

The Library has implemented software filtering on all of its Public PCs in order to comply with the Children's Internet Protection Act (CIPA), this is required by the terms of federal funding received in 2022. This filtering is also applied to the wireless network that the Library provides to the public. The filtering system protects against access to visual depictions of obscenity, child pornography, and materials that are "harmful to minors (persons under the age of 17 years)." Patrons should be aware that all currently available filtering software results in a degree of both "underblocking" (i.e., permitting access to certain material that falls within the foregoing categories) and "overblocking" (i.e., denying access to certain constitutionally protected material that does not fall within the foregoing categories).

The Library does not guarantee that the filtering software will block all obscenity, child pornography, or materials that are harmful to minors. Additionally the Library does not guarantee that the filtering software will not restrict access to sites that users might want to visit for legitimate research purposes. To request unblocking of an incorrectly blocked site, send an email to [hive@cldandj.org](mailto:hive@cldandj.org) and include the following information:

1. The requestor's full name
2. A phone number that will be used to contact the requestor and inform them of the status of the request if the email used is not preferred for contact
3. The URL of the website that will be reviewed for unblocking
4. the reason for requesting the site to be unblocked

If you cannot send this email yourself, please ask a staff member at one of the Library's service points to send an email with the required information. All requests will be considered but there is no guarantee access to the requested site will be allowed.

## **Privacy and Security**

The Community Library of DeWitt & Jamesville collects information about sessions tied to session id (usually the library card). Records of specific computer use are deleted when the computers are restarted. However, records such as length of time and login times connected to the ID used to log in are kept by the Library for the purpose of statistics tracking. 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.

## **Accessibility**

The Accessibility controls in Settings for Windows 11 are available for patrons to adjust to their needs. Training for these controls can be provided on request. Any Windows Settings that are changed will be reset when the computer restarts.

## **Policy Enforcement**

Any user who is found to be in violation of the Public 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 computers are 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 like email. All downloaded or saved files are automatically deleted after the computer restarts by software that is in use on the computers. 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.