

## **Section 900 TECHNOLOGY AND INTERNET USE POLICY**

The Crete Public Library District provides open access to technology and the internet in keeping with the library's mission "to provide information in a variety of formats for the continual education, enlightenment and enjoyment of the community."

The library is dedicated to protecting and promoting intellectual freedom, and therefore does not control or monitor the material that can be accessed and does not censor ideas or information available on the internet. Users must realize the internet is an unregulated global medium, which contains a wealth of diverse material that is personally, professionally, and culturally enriching to individuals of all ages, but it also contains material that may be offensive, controversial, disturbing, illegal, and/or inaccurate. Individual users must accept responsibility for their own selection of sites and information on the internet using their own judgment and discretion and careful consideration of information from any source.

Further, it is the right and responsibility of parents or guardians to guide and supervise their children's use of library materials and resources, including the internet, in ways consistent with their personal values and the appropriateness of the materials for the age and understanding of their children. The library does not act *in loco parentis*, and thus cannot provide care or supervision of children as they explore the internet or use our technology.

The library provides access to the internet and various types of current technologies, including but not limited to computers, laptops, tablets, iPads, and WiFi (wireless internet). Printing services are also available for a fee.

### **Eligibility for Use**

- All users must read and agree to the library's *Technology and Internet Use Policy* prior to being granted access.
- Access to the internet via library-owned devices is available free of charge to those holding a valid CPLD library card in good standing on a first-come, first-served basis.
- Library administration reserves the right to establish rules governing internet or technology usage, including but not limited to setting limits on the amount of time or number of sessions available for patrons to access the internet.
- Users are expected to login with their own library card and may not extend time/session limits by using library cards other than their own.
- Those who do not hold a Crete library card may request access to library computers via a guest pass. Staff may limit the number of guest passes issued at any time based on the availability of resources.
- Patrons and guests may also access the WiFi with personally-owned devices. Accessing the library's WiFi implies compliance with the library's *Technology and Internet Use Policy*.
- Written permission to use the internet from a parent or legal guardian is required for all children age 17 and younger.
- Children age 8 and younger must have a parent or responsible adult (at least 15 years old) present with them to use the internet.
- Users must possess basic computer skills. Library staff will provide basic assistance and/or guidance as their time and knowledge allows; however, staff cannot provide extended personal assistance without an appointment. The library offers many

opportunities for computer training and one-on-one assistance by appointment. The library does not offer typing services or computer repairs.

## **Liability**

- Patrons are responsible for damage to any library equipment resulting from misuse or accident of any kind. Any computer or equipment problems or malfunctions must be reported to library staff immediately.
- The library is not responsible for damages, indirect or direct, arising from a patron's use of the internet.
- The library is not responsible for any damage done to personal storage devices or any loss of data or damage that may occur from use of library computers.
- While the library strives to keep library computers free of viruses, spyware, adware, and other malicious programs, the library assumes no responsibility for harm or damages that may result from the presence of such software.
- The library cannot guarantee the security, privacy, or confidentiality of internet transactions.
- The library's wireless network is unsecured, and the library is not responsible for any damage to a patron's equipment occurring during use of the library's wireless network. Antivirus, security, and privacy protection on personal equipment are the responsibility of the patron.

## **Rules of Conduct**

Patrons are required to use the internet at the Crete Public Library District in a responsible manner. Use of the internet is a privilege extended to patrons, not an automatic right or an obligation of the library.

The following are examples of unacceptable use:

- Violation of federal, state or local law.
- Violation of licensing agreements or copyright laws.
- Damage to, destruction of, or alteration to the library's computer hardware, software, or network and/or security procedures.
- Downloading external applications to library computers. Patrons may only download information to their own portable storage devices.
- Storage of information on the library's computer system.
- Connection of personal equipment to the library's workstations, with the exception of portable storage devices and headphones. Patrons should ask staff before connecting other devices.
- Activities which result in the harassment of others, promote hatred or violence or otherwise infringe on the rights and privacy of others.
- Behavior in a manner which is disruptive or offensive to other patrons, including but not limited to display of objectionable visual material, inappropriately loud content, overuse of computer equipment so as to deny others access to the equipment, or excessive use of the library's internet capacity.
- Eating at computer workstations. Covered beverages are acceptable.

## **Privacy & Security**

The Crete Public Library District applies the same standards of intellectual freedom, privacy, and confidentiality to internet access and technology use as it does to traditional resources and services. While the library cannot guarantee the privacy of data or computer usage of the public access computers, it follows best practices to secure its network and computers. The library erases search histories, personal information entered into websites, and other files between computer sessions and does not retain computer reservation records. The library will not release information on the use of specific internet resources by patrons except as required by law or as necessary for the proper operation of the library.

Care must always be taken, however, to protect personal information, including credit card and financial account information, when using the internet. Patrons who engage in activities on the internet that require confidentiality do so at their own risk. The library strongly suggests patrons properly logout of all accounts and signoff of the public computers when finished with their session. Instructions on correctly doing so are available from library staff.

## **Harassment**

The library does not censor access to the internet, but it is committed to providing an environment free from harassment. Display of sexually explicit graphics or otherwise offensive material is inappropriate for an open public environment and is prohibited.

## **Other Technology**

In keeping with the goal of remaining relevant in a constantly changing technological world, the library offers many different types of technology, either for use in the library building or for checkout to patrons. Examples include iPads, tablets, ereaders, MP3 players, Roku devices, and more. As with computer technology, library administration reserves the right to establish rules governing their use. Use of all technology is subject to the provisions of this policy.

## **Suspension or Termination of Access**

Misuse of library computers and technology will result in the loss of usage privileges, potential loss of library privileges, and possible prosecution. Such misuse includes, but is not limited to, actions listed above under the Rules of Conduct. Depending on the severity of the violation, patrons may receive a verbal warning, suspension or termination of internet privileges or may be reported to authorities at the discretion of the Executive Director. A written appeal may be made to the Board of Library Trustees within 30 days of the Director's decision, and the violator will not have access to the library's computers or devices while the matter is under review. Also refer to the *Patron Behavior Policy (Section 600)*.