

SUBJECT: Computer and Internet Policy

1. **PURPOSE:** Ensure public access to computers, internet, and digital materials used to augment the library's collection.
2. **SCOPE:** All other library policies apply to computer use, including but not limited to patron behavior policies. The library cannot control or monitor information accessed through the internet and does not accept responsibility for the accuracy of its content.
3. **GENERAL:** Digital inclusion, the ability to fully participate in digital society, is a cornerstone of library services. This includes providing access to tools and technologies, such as the internet and computers, that allow for full participation in a responsible and safe manner. Illegal acts involving library computers may be subject to prosecution by local, state, or federal authorities.
4. **RESPONSIBILITIES:**
 - a. Library Board of Trustees will:
 - i. Develop and approve library Computer and Internet Policy
 - b. Library Director will:
 - i. Ensure all staff, volunteers, and patrons are informed of library Computer and Internet Policies and/or Procedures
 - ii. Discuss policy purpose and intent with patrons as necessary
 - c. Library Staff will:
 - i. Alert the Director to any concerns regarding internet, computer, use or policy issues
 - d. Patrons will:
 - i. Have less than \$5.00 in fines and be free of overdue or lost materials
5. **PATRON ASSISTANCE AND INSTRUCTION:**
 - a. Library staff will aid with basic computer/device usage and troubleshooting to the best of their ability, but may not be able to help patrons with specific problems on any given device, program, or website.
 - b. The library shall not be liable for handling patrons' computers and devices
6. **WIRELESS INTERNET ACCESS (WiFi):**
 - a. All users of the library's wireless access to the Internet must abide by this policy.
 - b. The library shall not be liable for any risk taken by the patron who chooses to connect their own device to the library's wireless service.

- c. The library is not liable for any damage to a personal device used in the library from a virus, malware, downloads, or other program for any reason.
7. CHILDREN'S INTERNET USAGE
- a. Readlyn Community Library cannot act as a censor of internet materials or denying access to library resources including the internet, video games, and WiFi
 - b. Parents and/or guardians alone hold oversight responsibility to ensure their child uses the internet safely, only views material they deem appropriate, and utilize computer equipment carefully as not to damage it
8. USAGE GUIDELINES:
- a. Computers are available on a first-come - first-served basis
 - b. Computer time is limited to one hour per day, time may be extended at the discretion of library staff
 - c. Computer sessions end 15 minutes before closing
 - d. Only one person per computer, except at the discretion of the library staff
 - e. Food and drink are prohibited near the computers
 - f. Patrons may be financially responsible for any damage to equipment as a result of misuse.
 - g. Computers should be restarted after each individual use. Upon restart, any data saved is deleted and the computers revert to default library settings.
9. UNACCEPTABLE USE:
- a. The library reserves the right to terminate internet access privileges of any person who does not follow its policies and guidelines or if use is disruptive or inappropriate for a library setting.
 - b. The length of the suspension is at the discretion of the library staff.
 - c. Unacceptable use includes, but is not limited to:
 - i. Destruction of or damage to library equipment, software, or data
 - ii. Violation of computer system security and/or system configuration
 - iii. Installation of unauthorized software or hardware.
 - iv. Use of internet for illegal activity
 - v. Violate copyright law and/or software licensing agreements
 - vi. Harass, bully, or slander others
 - vii. Breach another user's right to privacy
 - viii. Use of sounds and/or visuals that might be disruptive to others
 - ix. Make unauthorized entry into other computers, communication services or resources, infringement, fraud, or propagation of computer viruses
 - x. Gambling or accessing material deemed obscene by Iowa Code 728