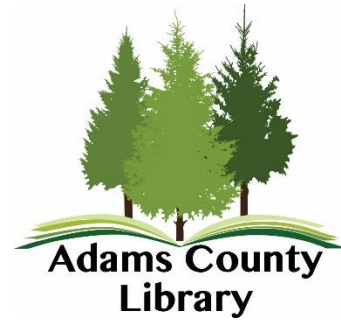


Adams County Library

Computer and Internet Use Policy



Disclaimer

The Internet offers access to ideas, information, and commentary from around the world that can be personally, professionally, and culturally enriching. However, not all sources on the Internet are accurate, complete, or up-to-date. It is possible that individuals might access information that they find personally offensive or disturbing. The Internet is a global entity that does not fall under control or governance of any single agency, government, or organization. The availability of networked information via Library terminals does not constitute the Library's endorsement of the content of that information. The Library does not warrant information found on the Internet to be accurate, authoritative, factual, timely, or useful for patrons' purposes. If any patron believes that information obtained via Library terminals is inaccurate or offensive, the patron should contact the original producer or distributor of the information.

The Library does not select the material on the Internet and has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. The authority to determine what is illegal content rests with the courts as defined in Federal and Wisconsin State statutes.

Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian. Because parents or guardians may feel that information available through the Internet is not suitable for viewing by children in their care, supervision is advised.

Supervising Children's Use

The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents providing constant care and supervision of children as they explore the Internet. Adams County Library supports the right for each family to decide what is appropriate Internet use for their children. The responsibility for what minors read or view on the Internet rests with parents or guardians.

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in the Library:

- Use the Internet as a family. Join your children in Internet exploration.
- Explore the wide range of available information and tell your children about sites that you consider inappropriate for them.

- Encourage children to use sites recommended on the Library's homepages and counsel them to avoid sites you consider unsuitable.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Instruct children NEVER to give out personal information (name, address, passwords, telephone number, credit card information) online.
- Provide children with guidelines on acceptable use of electronic resources, including email and chat rooms.
- Teach children to be good online consumers. As with print information, consider the source, date and accuracy of online information.

Library Responsibilities

The Library strives to maintain Internet access via Library computers, networks, and wireless access at all times the Library is open. Library staff will assist users with Library computers, printers, software, and general Internet use, and can also verify that the Library's network and equipment are functional. Library staff may be able to assist users with laptops, phones, e-readers, or other wireless devices, and may be able to answer software questions. Library staff may direct users to Library materials, Internet resources, or training classes that can help users explore software or wireless devices.

Computer use information, as well as Library cardholder information, is confidential. All files are removed and Internet search history is deleted from Library computers at the end of each user's session.

Guidelines for Computer Use

The Library sets limits to computer use so that all patrons seeking access will have an appropriate opportunity. The Library reserves the right to end an Internet session when time limits are exceeded.

- Computers are available only during open Library hours and can be scheduled in advance or on a walk-in basis.
- Patrons must use the Library computer equipment with reasonable care. Damage to the equipment caused by deliberate misuse of the hardware, or by installation of harmful software, will be charged to the patron.
- Users **12** years or younger must be accompanied by a parent, legal guardian, caretaker, or sibling over 12 years of age to use a computer.
- Patrons may use a Library computer up to two hours per day. If additional time is needed, Library staff should be contacted in advance.
- No data may be saved on the Library computers. Information from the computer may be downloaded to a patron's own equipment such as a flash drive.
- Information may be printed from the Library computers. Check with a Library staff member for current prices for black-and-white or color copies.
- Access to Library computers may be restricted at the discretion of the Library. Reasons for such restrictions include, but are not restricted to: excessive numbers of unreturned Library materials; unruly or disorderly behavior; violations of the privacy of other Library

computer users; and use of the Library computers for illegal activities such as hacking, online bullying or abuse.

- Persons who use Library computers are responsible for their own devices and belongings. The Adams County Library will not be responsible damages to personal equipment or possessions resulting from use of the computer.

Wireless Internet Access Policy

Free wireless Internet access is available at the Adams County Library. The wireless internet access offered at Adams County Library is unfiltered.

The Library wireless network is not secure. Information sent to and from your notebook/ laptop computer or other wireless device may be captured by others with a wireless device and appropriate software. The Library assumes no responsibility for the safety of equipment or for notebook/ laptop computer or other wireless device configurations, security, or data files resulting from connection to the Library wireless access.

Library staff is not able to provide technical assistance and no guarantee can be made that you will be able to make a wireless connection. If you are not sure if your notebook/ laptop computer or other device has this functionality, please check with the manufacturer or supplier of your equipment.

Legal and Acceptable Uses

The Library's computers may be used only for legal purposes. Users of all ages must abide by the following restrictions. Unacceptable uses include, but are not limited to, the following:

- Transmission of threatening or harassing materials;
- Libeling, slandering, or maliciously offending other users;
- Not respecting the privacy of others by misrepresenting oneself as another user;
- Attempting to crash, degrade performance of, or gain unauthorized access to the Library's computer systems and networks;
- Modifying or damaging equipment, software, or data belonging to the Library or other users;
- Exposing children to harmful materials. Sec. 948.11 of the Wisconsin Statutes makes it a crime to expose children to pictures or images of nudity, or to depictions of sexually explicit conduct that are patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for children.

These restrictions also apply to email and chat room environments accessed through Library computers. If an individual or group of Internet users creates a disturbance that limits the effective use of the Library by others, they will be asked to correct their behavior, disband, and/or leave the building as appropriate. Misuse and/or abuse of the computer or Internet access will result in suspension of Internet access privileges. Illegal acts involving Library computer resources may also be subject to prosecution by local, state, or federal authorities.

Policy updated 6/25/2012

Policy reviewed 05/21/2018