

# Computer-Use Policy

*Adopted: Date Not Determined*

*Amended as Recorded in Board Minutes*

## GENERAL COMPUTER USE

Users must: (1) abide by library computer policy standards as defined herein;  
(2) have a basic knowledge of how to use computers.

## UTILIZING COMPUTER RESOURCES

### A. SIGN UP FOR COMPUTER USE

Use of library computing resources is on a first-come, first-served basis.

### B. REQUIRED IDENTIFICATION

To use our computing resources, individuals are required to have a valid library card (*see Library Circulation Policies for requirements*).

### C. TIME LIMITS PER DAY

Patrons are given a two-hour allotment of computer time each day to be used at one or multiple locations. The two hours may be used in one sitting or in multiple visits. If all computers are being used, patrons may join a queue for the next available computer.

### D. PRINTING

Printing charges are posted in the computer-use areas. Patrons should ask for assistance if unsure how many pages a document contains. Refunds will be granted at staff discretion and usually only in cases of an error with the printing system.

### E. WIRELESS CONNECTIONS

All library locations offer Wi-Fi. The public network does not require a password and can be accessed from most places in the building. Patrons wishing to use their personal laptops or other devices may do so by using the library's Wi-Fi network. Patrons must abide by our Library Computer-Use Policy and other applicable policies.

### F. SPECIFIC-USE WORKSTATIONS

Workstations in certain locations may be designated for specific use and therefore not to be used for general Internet browsing, email, chat rooms, or other non-designated purposes.

## EXTERNAL NETWORKS

Patrons who access networks or facilities not owned by the Library must adhere to the policies and procedures established by the administrators of these networks and facilities. (Patrons can usually obtain these from the network information center of the network in question.)

## **CONFIDENTIALITY**

The Library will treat information stored on library computing resources as confidential whether or not that information is protected by the computer operating system. Requests for disclosure of information will be honored only based on the approval of the appropriate library administrator under one of the following conditions:

- authorization by the owners of the information
- as otherwise required or allowed by local, state, or federal law

Patrons will receive prior notice of such disclosures when appropriate. Viewing information in the course of normal system maintenance does not constitute disclosure.

Patrons using library computer systems including work stations, electronic mail or the internet should be aware that their personal or sensitive information is at risk. While the library respects the confidentiality of patrons' information, other third parties could compromise that data by "shoulder surfing," hacking into a device or account, or otherwise gaining unauthorized access. In addition, files saved on library computing resources may not be secure and could be deleted by other patrons or by the library at any time.

## **RESPONSIBILITIES OF USERS**

The patron shall responsibly use the tools the library makes available to maintain the security of the patron's own data and information on each computer system.

The patron should use complex and hard-to-guess password for any personal accounts and change them frequently. Computer account names or numbers, user names, passwords, and other credentials should not be shared with others.

To avoid becoming victims or distributors of computer viruses and other destructive programs, patrons should not click on links or attachments in "phishing" emails, visit suspect websites, download unknown files, or run unauthorized software applications.

Ultimate responsibility for resolution of problems related to the invasion of the patron's privacy or loss of data rests with the patron. The Library assumes no liability for loss or damage to the patron's data or for any damage or injury arising from invasion of the patron's privacy.

## **ACCEPTABLE USE POLICY**

### **A. COOPERATIVE USE**

The Library endorses the practice of cooperative computing. Users must refrain from the following:

- overuse of connect time, information storage space, printing facilities, or processing capacity
- overuse of interactive network utilities
- use of sounds and visuals which might be disruptive to others
- use of any computing resource in an irresponsible manner

## B. LEGAL USE

Library computing resources must be used for legal purposes only. The following activities are not permissible:

- threats or harassment
- libel or slander
- destruction of or damage to equipment, software, or data belonging to the Library or others
- disruption or unauthorized monitoring of electronic communications
- unauthorized copying of copyright-protected material
- accessing, downloading or transferring child pornography or “obscene” materials
- conducting other illegal activities of any kind

## C. ETHICAL USE

Library computing resources must be used in accordance with the ethical standards of the Library.

Examples of unacceptable use include, but are not limited to, the following:

- violation of computer system security
- unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
- use of computer facilities in ways that impede the computing activities of others, such as randomly initiating interactive electronic communications (chat) or e-mail exchanges (spam), visiting spam URLs, overusing interactive network utilities, and so forth
- use of computing resources including Wi-Fi to display or disseminate sexually explicit or sexually suggestive (pornographic) material
- violation of software license agreements
- violation of network usage policies and regulations
- violation of another person’s privacy

## USE OF COMPUTERS BY MINORS

### Ages 11 and Under

- Children may receive two hours of computer use per day. A valid library card and parental permission is required.
- iPads with educational games (no access to Internet) are available for 30 minutes of continuous use per day and do not require a library card or parental permission.
- Children must use the computers in the Children’s Services area; Unattended or Disruptive Children Policy is applicable during computer use.

### Ages 12 to 17

- Youth may receive two hours of computer use per day. A valid library card and parental permission is required.
- Youth must use the computers in the Young Adult or Reference Services area.

## SANCTIONS

Violators of MPHPL computer-use policies may have their computer privileges suspended or revoked at the sole discretion of the Library Administration.

The following violations will result in immediate suspension or termination of computer and/or library privileges.

### 1. SOCIAL MEDIA MISCONDUCT

Use of computing resources to access social net-working sites to post inappropriate or illegal content defined as abusive, profane, threatening, discriminatory, or obscene

2. SEXUALLY EXPLICIT MATERIALS

Use of computing resources, including Wi-Fi, to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material

3. VANDALISM

Vandalism and other illegal acts involving library computing resources may be subject to prosecution by local, state, or federal authorities. If a patron's misuse causes damage to library property or equipment, penalty fines will be assessed at the cost of repair or replacement (including labor) and reinstatement of library privileges will not be considered until financial restitution is paid.

**INTERNET DISCLAIMER**

Since the Internet is a global electronic network, the Library does not control internet users or content. The Internet and its available resources may contain errors or material of a controversial nature. The Library cannot protect patrons from all offensive information. Parents of minor children must assume responsibility for their child's use of the Internet through the Library's connection. The Mishawaka-Penn-Harris Public Library assumes no responsibility for any damage, direct or indirect, arising from use of its WWW Server or from its connections to other Internet services.

**LIMITATIONS OF LIABILITY**

All patrons who wish to use the Library's computing resources are required to click on "I Agree" to the following *Limitation of Liability* statement:

**LIMITATION OF LIABILITY**

*By logging onto this computer, you (the user) acknowledge that you have read and understand the Mishawaka-Penn-Harris Public Library Computer Us-age Policy and that you agree to fully comply with all terms, conditions and requirements stated herein. You acknowledge and agree that any violation of the Policy may result in suspension or revocation of Library privileges at the sole discretion of the Library Administration. The user also acknowledges that the Mishawaka-Penn-Harris Public Library assumes no liability for any loss or damage to the user's data or for any damage or injury arising from invasion of privacy in the user's computer accounts, programs, or files. In consideration for use of Library computer resources, you (the user) agree to hold harmless and indemnify Mishawaka-Penn-Harris Public Library, its directors, officers, administrators, employees and agents, from any and all liabilities for any claims, demands, and damages to your person or property whatsoever.*