

# **COMPUTER USE POLICY**

## **General Provisions**

Much like the other print and non-print resources of the Library, the Library's computers are an "informational, intellectual and cultural resource for all people provided in a professional and welcoming manner." Users must show consideration for the computer equipment and other computer users. Users must not damage hardware or software.

The computers of the Allen Park Public Library may not be used for illegal, criminal, or maliciously offensive purposes. Users are required to adhere to and to abide by the Patron Conduct Policy when using the library computers. Patrons who engage in any illegal or prohibited behavior, including, but not limited to, copying programs, using illegal software, using another patron's library card number, sending obscene or threatening messages through the internet from a library computer, violating rules of the sites they are using, or displaying sexually explicit graphics will be denied access to the library's computers. Patrons (including minors) shall not access visual depictions that are obscene or child pornography as defined by Federal law (47 USC §254(h)(7)(E), (F)) and shall not access or view obscene matter as defined in §2 of 1984 PA 343, MCL 752.362 (PA 343). Illegal uses, including software piracy and copyright infringement, are not permitted. The Library is not responsible for the content of networked information via this service. The use of this service to engage in any activity, which constitutes a violation of local, state, and/or Federal laws, is strictly forbidden.

Users who do not abide by this policy may permanently lose computer access privileges, and may be subject to criminal prosecution.

After one warning, the offender will be denied use of the library computers that day. After a second violation of the same type, access will be denied for a month. After a third offense, the patron will be barred from using the library computers for a year. The library staff is not responsible for illegal activities by patrons.

Staff may offer limited computer help to get users started, as time permits. Staff cannot provide in-depth training/assistance on computer use outside of scheduled computer labs.

Library Staff is prohibited from providing assistance in dealing with matters of finance, taxes, laws, and/or medicine.

Because of the public nature of the Library's Internet computers and because of the very nature of the Internet, confidentiality and privacy cannot be guaranteed by the Library.

Individuals using personal devices at the Library shall hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during use at the library facility. The Allen Park Public Library assumes no responsibility for any direct or indirect damages arising from the use of its computers, terminal connections or access to Internet services.

The Allen Park Public Library allows access to a variety of electronic resources. This includes The Library Network (TLN) online catalog, a variety of databases, and the Internet. The Internet stations also provide access to a variety of office software. No station provides support for all file

types, browser plug-ins, or Internet technologies. The Library recognizes this is a dynamic environment with content that constantly changes.

- Computers may not be used with personal software.
- Only floppy discs, CDs and USB drives may be inserted into the computer. Phones, cameras, MP3 players, etc may not be plugged into the public computers.
- Library Staff will assist customers in using these computers *as time permits*.
- There is a charge for printing from the computers

The Library may employ software and hardware to manage the use of its public computers. Software and hardware of this type manage the assigning of workstations, the length of sessions, and access to the network printers, among other variables. Procedures for accessing, reserving and logging into a computer are to a great extent determined by the specific software and hardware employed. Therefore, they are outside the scope of this policy and may change as and when needed. The following, however, remains the Library's adopted policy regardless of any other changes:

- A. Visitor Passes for adults may be issued upon request in accordance with Library policy.
- B. Minors who have not been issued a library card from a TLN library will not be issued a Visitor Pass unless accompanied by a parent.
- C. Computers are available for one hour sessions on a first-come first-served basis. If all workstations are in use, availability will be determined by a waiting/reservation list.
- D. Computer sessions may be extended beyond the initial hour if there is no waiting/reservation list. In rare cases, Library Staff may use their discretion to extend a session even if there is a waiting/reservation list.
- E. Computers are available for use during regular library hours and will be shut off 15 minutes prior to closing.
- F. Only the Library's paper may be used in the printer.

## Disclaimer

- The Allen Park Public Library is not responsible for damage to any removable drive or loss of data that may occur due to malfunction of hardware or software.
- This wireless service is an open network provided for your convenience and you use it at your own risk. It is available to the public and is NOT INHERENTLY SECURE.

## Internet Filtering

In conformity with Michigan Public Act 212 of 2000, the Library provides filtered access to the Internet. However, Parents or guardians, not the Library or its staff, are ultimately responsible for the materials selected and/or accessed by their children over the Internet. Filtering software may both fail to block offensive content and block inoffensive content inadvertently. Computer users who are 18 years of age or older (and minors who are accompanied by their parent or legal guardian) may request unfiltered internet access. Library Staff will comply with said request as quickly as possible, dependent upon computer availability.

In addition, computer and Internet access is provided by the Allen Park Public Library in compliance with the Children's Internet Protection Act (CIPA). Patrons are expected to be familiar with the Library's CIPA Policy.

## Wireless

In addition to its computer workstations, the Library provides wireless network(s) for access to the Internet. Use of these networks is governed by the following additional policies:

- A. The Library may make available software and/or hardware for the purpose of connecting to and making use of the wireless network(s), but reserves the right not to do so. In the absence of such provision, users of the wireless network(s) must provide their own personal hardware and/or software for connecting to and making use of the network.
- B. Library staff may provide some limited help in connecting users to the wireless network(s), but will not provide complex technical support, hardware or software configuration, or extensive troubleshooting for users attempting to access the network. Users are expected to know and understand the wireless protocols and properties of their hardware and/or software.
- C. Users of the wireless network(s) do so at their own risk, and agree to hold the Library harmless for damages incurred, including but not limited to, damages to software and hardware, both in the course of using the network themselves and during any use of said software or hardware by staff for the purpose of technical support.
- D. Users of the wireless network(s) providing their own hardware are responsible for also providing a system (or software) to filter content for minors.
- E. Users of the wireless network(s) acknowledge that the networks are a public resource shared among multiple users, and will restrict themselves from excessive or extended bandwidth consumption as a basic courtesy to other wireless network users. The Library reserves the right to determine whether a particular user's bandwidth consumption constitutes abuse of this resource, and to restrict or terminate such use accordingly.
- F. Users of the wireless network(s) may not serve or host content to the Internet over the wireless network; user-owned hardware and software connected to the Library's wireless network(s) may not act as a server for the purpose of serving or hosting content to the Internet. This proscription includes, but is not limited to, the use of peer-to-peer networking or bittorrent clients in conjunction with the Library's wireless network.
- G. All provisions of this Computer Use Policy, unless specifically contradicted in this section or logically incompatible with the wireless technology, apply equally to use of the wireless network(s).
- H. The Library reserves the right to deny access to the wireless network(s), by Media Access Control address (MAC address) or other method, to any user deemed to be in violation of this Computer Use Policy.