

Computer Resources and Acceptable Internet Usage Policy

Walton & Tipton Township Public Library

Approved: July 9, 2024

Policy Statement

The Walton & Tipton Township Public Library (WTTPL) upholds the rights of our community members to read, seek information, and speak freely as guaranteed by the First Amendment regardless of format. The library utilizes filtering software that best complies with the Children's Internet Protection Act (CIPA) while providing library patrons with the broadest possible access to constitutionally protected speech and information.

WTTPL provides computer and internet access to all patrons and guests who utilize library facilities. This policy applies to any access of the library's network, whether from library computers, personal laptops, smartphones, tablets, or other devices. The library reserves the right to modify procedures listed in this policy for the safety of staff and patrons due to unforeseen circumstances (i.e. public health crisis, natural disaster).

Limitation of Access

- Computers are available for library patrons of any age. Anyone under the age of 11 must have a parent or guardian present to use the library computers.
- Gaming computers are limited to ages 11-19 only UNLESS the child is aged 10. If the child is aged 10, then a parent/guardian may sit with the child the ENTIRE time of the game. If the parent/guardian leaves the site for ANY reason, all usage of gaming is forfeited.
- The Legal Kiosk located in the Computer Area is for legal forms and information only. Library staff cannot provide legal advice to patrons.
- Staff computers are for library staff only.

WTTPL holds the right to limit or deny access at any time.

Library patrons with fines attributed to their account totaling \$20.00 or more will have their computer privileges revoked until the account is brought back into good standing.

Gaming will close 30 minutes prior to closing.

Computers may be unavailable due to library trainings, programs, or maintenance. Notices will be posted prior to the event in these instances.

Acceptable Conduct

No food or drinks are allowed near computer workstations or in the Gaming Area.

If ANY damage is done to a Gaming Computer or any gaming equipment, the user **WILL** be required to pay at least a \$60 fee. If the fine is greater due to the damage, the patron (i.e.,

parent/guardian) is liable for the **entire cost. Agreeing to let the child use the Gaming Area is agreement to this fine disclaimer.**

Library patrons are responsible for all printing fees. Forms printed from the Legal Kiosk are free of charge.

Patrons are responsible for signing out of all personal accounts and removing any personal documents from library computers. Although the library does implement software and security features to remove information from the computers to the best of our ability, library patrons cannot rely solely on this for their privacy.

In order to ensure a positive experience for everyone, the library requires all users, including staff, to:

- Abide by all local, state, and federal laws, rules, and regulations. These include, but are not limited to, copyright laws, privacy laws, laws related to the unauthorized access or tampering with computer systems or networks, and the CIPA.
- Refrain from accessing, viewing, or printing pornographic materials or content that by contemporary standards would be considered obscene.
- Respect the rights and privacy of others. Harassment, cyberbullying, libeling, or slandering are prohibited.
- Respect the library's computer equipment. Library patrons are not permitted to download, upload, or install any software or games to the library computers without Administrator approval. Patrons are not permitted to attempt to access system files of any library computer or printer. Altering or damaging any electronic equipment is prohibited.
- Respect the security of the network. Patrons are not permitted to mount an attack, hack, attempt to hack, scan, packet flood, spoof, or perform security assessments against any library owned workstation, server, router, switch, patron computer, or outside source via the library's network, wired or wireless.
- Utilize personal headphones or earbuds for programs requiring sound. Volume must be kept at a respectful level.
- Set cell phones to a respectful volume while using the computer. If a patron must make a phone call, they may be asked to step away from the computer if it is disruptive to others.
- Use a removable disk drive or cloud storage to store all personal files while using public computers.

Youth Gaming Computers

- Gaming computers are to be used for programming and entertainment purposes only.
- Gaming computers are available for patrons aged 11-19 only UNLESS a 10-year-old is accompanied by an adult at **ALL** times while playing game(s). (see above) **Adults and minors 9 years and younger are prohibited from playing the games.**
- Patrons (*users of the games – not the library*) are required to save projects externally. Patrons are responsible for procuring rights for any copywritten material.
- Patrons are allotted 2 hours of usage per day. Patrons must sign in at the Circulation Desk prior to entry and sign out upon leaving.

- All equipment must be kept in the Gaming Area.
- Respectful volume and language must be maintained at all times.
- Patrons are required to wipe down keyboards, mice, and headphones with antibacterial wipes and log out of all accounts before ending their session.
- Any damage – *even insignificant damage* – **will** be paid for by the patron. Usage of the gaming system is complete agreement to all of these terms henceforth written and designated. (*see above*)

Wireless Network Access

WTTPL offers free wireless access to all patrons. Patrons utilizing the library's wireless network are expected to follow the same rules and guidelines for usage of a public computer terminal. Patrons found to be in violation of any of these rules or guidelines will have access to the wireless network disabled.

Patrons may plug their laptops, tablets, or phones into the library's power outlets as long as it does not pose a hazard to others. Patrons are not allowed to unplug library equipment to accommodate their power needs, nor are they allowed to plug into the library's network jacks. The library assumes no responsibility for electronic devices left unattended.

Wireless printing is available via the Princh mobile app or Princh website.

The library reserves the right to block or limit the bandwidth of any user device deemed to be creating disruptive or malicious network traffic.

Wireless access should not be considered secure. WTTPL is not liable for the consequences of wireless network use in any way, including the transmission of computer viruses, loss of data, or any harm resulting from the use of an unsecured network.

Disclaimer

All library policies apply in the Computer Area as well as the Gaming Area. Library Staff reserves the right to terminate a session for violation of any policy. Additional disciplinary action may be taken by the Library Director and law enforcement authorities may be summoned if necessary.

The library will help protect the privacy and interest of all library patrons and staff by attempting to minimize the unintentional viewing of potentially offensive content to the extent that is feasible but cannot guarantee all inappropriate content will be filtered, nor does the library endorse that all sources on the internet are accurate, complete, or current. Parents or guardians of minors must accept responsibility for their children's use of the internet through the library networks. The library also encourages parents and guardians to tell their children about the importance of protecting themselves online.

WTTPL staff makes every effort to keep the computer workstations and printers updated and in good working condition. However, WTTPL is not responsible for equipment failures and network outages which result in lost data and uncompleted work. The library is not responsible for any personal information transmitted by computer users over library networks, including passwords and other personal identifiers.

WTTPL assumes no responsibility for any damages, direct or indirect, arising from use of any of its networks or public computer stations. All library patrons utilizing a library computer or accessing the internet over the library's network infrastructure, wired or wireless, must agree that they have read and understood this policy.

Gaming Area IN/OUT Sheet

Name: _____

Age: _____

School & Grade: _____

Birth Date: _____

Phone Number: _____

Date Requested: _____

Time Requested: _____

I understand this is a two-hour window that may be renewed if no one is waiting but after my two hours I may have to leave due to availability.

I understand that I am responsible for following policy and may be held responsible for any damage incurred during my reserved time. ("my" includes but is not limited to: child, patron, and/or `parent/guardian overseeing child)

I have been given a copy of and read the Behavior Use Policy and Computer Use Policy.

Signature: _____ Date: _____

PLEASE ALLOW TIME TO SIGN OUT AT THE END OF YOUR SESSION

Gaming Area Sign Out

Computer Number: _____

Logged out: _____