

COMPUTER TECHNOLOGY ACCESS POLICY

By choosing to use Fondulac District Library's public access computers, Internet access, public wireless network, and/or other technology resources, the user acknowledges that he or she has read and understands the Fondulac District Library Computer Technology Access Policy and agrees to abide by all relevant rules contained in the Fondulac District Library Computer Technology Access Policy.

All users of the Library public access computers, Internet access, public wireless network, and/or other technology must agree to this policy in order to use the Library public access computers, Internet access, public wireless network, and/or other technology. If a person does not agree to the terms of this policy, they should not use the Library public access computers, Internet access, public wireless network, and/or other technology.

Public access computers, Internet access, public wireless network, and/or other technology resources are provided as a public service free of charge on an as-is basis with no guarantee and no warranty. Public access computers, Internet access, public wireless network, and/or other technology resources are subject to periodic maintenance and unforeseen downtime. Printing and faxing are available for a fee, as defined by the Library's Fee Schedule.

Persons using the Library's public access computers, Internet access, public wireless network, and/or other technology resources are expected to know the fundamentals of computer use. Staff will provide limited assistance for basic start-up and/or connection procedures. Staff cannot offer extended personal instruction or on demand in-depth training. If a patron has difficulty in using public computers, Library staff will refer them to sources of help. A more experienced computer user should accompany persons who are not able to use the computer unaided.

Computers are available on a first come, first served basis. If all computers are in use, patrons may speak with Library staff to make a reservation and to be assigned the next available computer. Users are allowed a minimum of one thirty (30) minute public access computer session per day as Library hours permit. If no reservations are waiting, users may choose to extend their session. Users of public computers may only use and reserve one computer at a time. No more than 2 people may use a single computer station at one time unless specifically authorized by Library staff. Headphones must be worn if audio is utilized. Users must not unplug power or any other cables, wires, or connections. Network cables may not be plugged into the Library ethernet ports.

Use of the public access computers in the Youth Services area is limited to children ages 13 and under and their accompanying caregivers. Use of the public access computers on the second floor is limited to patrons age 14 and older.

Users may not store data on the hard drives of Library computers and are encouraged to log out of all accounts. Users should log out or lock the session before leaving a computer station. The Library is not responsible for and is unable to retrieve any work not finished or saved before computers shut down, either as scheduled or unexpectedly. Public access computers automatically shut down 15 minutes before the Library's daily closing.

A parent, legal guardian, teacher, custodian, or responsible caregiver (all such hereinafter referred to as caregiver) of users under age 10 must be present to log the child on to and monitor usage of the public access computers, wireless network, and/or Internet. Children ages

10 and older may use Library computers independently. Ultimately, however, the responsibility for use of Library resources, including public access computers and Internet access, by minors rests with the caregiver. Caregivers are strongly advised to monitor their children's use of the Library's computer system, circulated electronic devices and materials, or the services, programs and networks connected to the Library's computer system, if they wish to control the information, messages, and graphics to which their children are exposed. Caregivers are encouraged to discuss with their children issues of appropriate use and Internet safety.

Library customers have the right to privacy to the extent possible in the public setting, but users should be aware that the location of the computer workstations might enable an online session to be viewed easily by others. Users should be aware that because security is technically difficult to achieve, there exists the possibility of electronic transactions and files becoming public. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. The Library assumes no liability for loss or damage to the user's data or for any damage or injury arising from the invasion of the user's privacy.

Fondulac District Library has no control over sources or information on the Internet, does not endorse information accessible through the Internet, and assumes no responsibility for the quality, accuracy, currency or content of any Internet resource. The Internet may contain material of controversial and/or offensive nature. The Library does not filter the content of Internet access. The Library is not responsible for the content, accuracy, or availability of any external sites linked to any Internet sites or pages.

The Library urges Library patrons to be informed consumers and to evaluate information obtained from the Internet carefully. The Library is not responsible for damages, direct or indirect, that arise from a Library patron's use of Internet information resources. There is no guarantee that Library technology use or online activity is private. Internet users should not expect or treat their online activity as confidential or private. Further, in case of a request from law enforcement authorities, data may be available to the requesting agency.

Wireless connections are not secure. Transmission of any sensitive information such as credit card or social security numbers, passwords or banking information over the Library's wireless network is neither secure nor advisable. The Library is not responsible for any adverse consequences from sharing information via the Library's public access computers or wireless network.

Although the Library employs anti-virus software and security measures on its equipment and networks, the Library is not responsible for any damage done to computer or network users' hardware or software, for any loss or corruption of data, damage, theft, or liability that may occur from any use of Library equipment or networks. Anti-virus and security protection for personal devices are the responsibility of the owner.

The Library assumes no responsibility for any alterations or interference with a computing device's configurations, operation or data files resulting from connection to the Library's wireless network.

Public access computers, the public wireless network, and other technology resources may only be used for legal purposes and within the guidelines of acceptable usage.

Unacceptable uses include, but are not limited to:

- harassment, libeling or slandering others;
- destruction, alteration, or damage to equipment, hardware, software, network security procedures, or data belonging to the Library or other users;
- downloading or installing executable files;
- misrepresenting your identity online to commit fraud or engage in deceitful communication;
- attempting to circumvent or evade security measures;
- disruption, or unauthorized monitoring of material;
- violation of a federal, state, or local law, including copyright law;
- violation of licensing or payment agreements between the Library and network or database providers;
- the unauthorized duplication of copyright-protected materials, including software or digital recordings;
- behaving in a manner that disrupts other patrons' use of the library, including monopolizing network resources and overuse of technology equipment that serves to deny access to other users;
- removal and/attempting to move or remove Library computers and related equipment;
- and/or using Library equipment or networks to access material that is inappropriate for a public setting, obscene, or pornographic, according to local community standards.

These expectations are not intended to be all-inclusive, and the Library reserves the right to classify any action, access, or operation involving Library technology inappropriate.

Persons who use the Library's public access computers, public wireless network, and/or other technology resources for unacceptable uses may lose the privilege of using Library facilities including access to its computer systems. Although Library staff cannot consistently monitor the public's use of the Internet, the Library reserves the right to ask individuals to discontinue display of information or images in violation of this policy. The Library reserves the right to terminate a patron's usage of a public access computer, the wireless network, or other technology resource at any time.

The Library reserves the right to monitor general Internet traffic, computer status, and bandwidth usage to ensure the integrity of the Library's network. The reservation system records dates, times, and user login information, and the Library reserves the right to examine this information to investigate damage, illegal use, or other suspicious activity. The Library will not release information on the use of specific Internet resources by members of the public except as required by law or as necessary for the proper operation of the Library. In most cases, this information is not retained.

Illegal acts involving Library resources may be subject to prosecution by local, state, or federal authorities.

The Library board reserves the right to change this policy at any time without notice.

Approved February 24, 2025