

DEARBORN PUBLIC LIBRARY

Public Computer Use and Internet Safety Policy

Introduction

To fulfill its mission of providing services and materials for the educational, informational and recreational needs of the community, the Dearborn Public Library (hereafter Library) provides access to the Internet as well as access to personal computers and laptops with a variety of software. This document constitutes a Library-wide policy for the safe use and management of our public computers, public laptops, wireless network and Internet access. Use of Library public computers, public laptops, wireless network and/or Internet access constitutes acceptance of this policy. Failure to abide by this policy could result in the loss of computer or Library privileges for up to one year.

Public Computer / Public Laptop Use

Access to public computers is available at all times that the Library is open on a first-come, first-served basis. The computers will shut down ten minutes before the Library closes. Computer sessions *may* end as early as 20 minutes before closing due to the software shut-down procedure. The Library also has a limited number of laptop computers that are available for use by patrons 18 years of age or older with a valid Library card. Laptops are available on a first-come, first-served basis and must be used in accordance with this policy.

Computer users shall:

- Log in using a Library card, an Internet user card or a guest pass.
- Report any loss or theft of their Library card immediately.
- Observe the established time limits and regulations.
- Sign up for only one computer at a time, and limit usage to only two people per computer.
- Save their work regularly to an external drive or other resource.
- Close all programs, log off and leave the workstation immediately at the end of their allotted time.
- Abide by the established printing charge - the Library is not responsible for unwanted pages or incorrectly formatted print-outs.
- Use Library public computers only for lawful purposes.
- Respect the privacy of others.
- Show consideration to others if accessing sites that may be controversial.
- Assume full responsibility for use of or access to sites requesting personal or private information, credit card information or to make purchases. The Library will accept no responsibility for these transactions, and Library staff cannot provide assistance to you.
- Report equipment problems promptly to Library staff.

Wireless Network Use

Access to our wireless network is available at all times that the Library is open. The wireless network will shut down ten minutes before the Library closes. The Library's wireless access points are unsecured connections to the Internet. The Library is not

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responsible for data transmitted or loss of information over the wireless network. Users should be aware that third parties may be able to obtain information about users' activities when using the wireless service to connect to the Internet.

Wireless network users shall:

- Respect the security of the network.
- Keep virus protection software up-to-date on personal laptops or other mobile devices connecting to the Library's wireless network.

Internet Safety

To the extent practical, steps shall be taken to promote the safety and security of users of the Library computers and network. As required by the Children's Internet Protection Act, the Library will provide "technology protection measures" on all of its public computers and our wireless network to screen out sites which may reasonably be construed as obscene, child pornography, or harmful to minors as defined in the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of the Library Director or designated representatives. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. To learn more about Internet safety and appropriate online behavior, children and their caregivers are strongly encouraged to visit the sites referenced on our "Youth Safety and Security" page which is accessible from the Library homepage (<http://dearbornlibrary.org>).

Violations of Use

Library computer and wireless network resources can only be used for legal and authorized purposes. Library staff are authorized to coordinate usage of the Library public computers and wireless network, have the right to determine appropriateness of use, and at any time may require a patron to leave a workstation or disconnect from the network for violation of this policy and in accordance with law. Library staff may deny use of the computer systems or wireless network, and if appropriate, recommend criminal prosecution for individuals who fail to comply with any part of this policy. Failure to comply with staff directives may result in the loss of computer or Library privileges. Unlawful activity may be subject to prosecution by local, state or federal authorities.

All users shall refrain from the following activities:

- Using sounds and visuals which might disrupt the ability of other Library patrons to use the Library and its resources.
- Sharing computer account numbers, passwords and other types of authorization that are assigned to individual users.

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- Changing the configuration files of any hardware or software on the Library's workstations or attempting to disable or bypass the Library's technology protection measures.
- Misrepresenting themselves via electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- Distribute unsolicited advertising (spam).
- Computing resources will not be used to access inappropriate sites. Inappropriate websites or files include those that display images that depict nudity, sexual conduct, graphic violence, or sadomasochistic abuse, and appeal predominantly to prurient, shameful or morbid interest.
- Malicious use is not acceptable. This includes, but is not limited to, accessing without authorization the Library computer system or any other computer system; damaging or attempting to damage computer equipment or software; propagating harmful software; interfering with systems operations, integrity or security; altering or attempting to alter the Library computer's settings.

Adoption

This Public Computer Use and Internet Safety Policy was adopted by the Dearborn Public Library Commission at a public meeting, following normal public notice, on June 12, 2015.

Modifications of this Policy

The City of Dearborn and the Dearborn Public Library (collectively, the "City") reserves the right, in its sole discretion, to modify its public computer policies at any time for any reason without prior notice. The City also reserves, in its sole discretion, the right to terminate access to public computer service to any person at any time for any reason without prior notice.

Disclaimer

The Internet and its available resources contain a wide variety of materials and opinions, from varied points of view. Since the Internet is a global, electronic network, there is no state, county, or local control of its users or its contents. It is not possible to use the same selection criteria that are used for other materials. In offering public computers with Internet access, Library staff cannot control access points that change rapidly and unpredictably. Users are hereby notified that they are responsible for the access points they reach. The Internet is a global entity with a highly diverse user population and Library patrons use it at their own risk. The Library's policy prohibits access to inappropriate materials. Parents or legal guardians must assume

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responsibility for monitoring their children's use of computers and the Internet. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet. Children and their caregivers are strongly encouraged to read the children related links on the "Youth Safety and Security" page, which is accessible from the Library homepage (<http://dearbornlibrary.org>).

The Library assumes no responsibility for any damages, direct or indirect, loss of data, or loss of privacy, arising from the use of its computers to access the Internet, documents, or other files created or edited using any software installed on the computers.

The accuracy of information gained through online access is the responsibility of each originator/producer. Therefore, the Library does not guarantee the accuracy of information obtained through the Internet. You need to be a good information consumer, questioning the validity and accuracy of the information you find. Often the information you need is available in other resources at the Library.

Use of public computer access at the Library constitutes acceptance of the *Public Computer Use and Internet Safety Policy*.

The City of Dearborn and Dearborn Public Library (collectively, the "City") assume no liability for any loss or damage for personal injury or for loss or damage to any person's property, including data; USB Flash drives, floppy disks, or other media; software, or hardware. By using the public computers, the user agrees to hold harmless and indemnify the City of Dearborn, its officers, agents, departments and employees, from any and all claims, losses, damages, expenses, personal injuries and causes of action of any kind whatsoever arising out of or related to the use of the public computers, including, without limitation, invasion of privacy in the user's computer accounts, programs, files or software; damage from access to inappropriate, harmful, or offensive material or images, or other Internet content; loss of data; or damage to USB Flash drives, floppy disks, or other media; software, or hardware.