

### General Computing Guidelines

1. Use of any public computer implies understanding and acceptance of this computer/Internet policy in its entirety. Failure to follow these guidelines is considered a breach of the Beaver Island District Library Code of Conduct [*We need to adopt one, I think*] and may result in the loss of your computer and/or library privileges.
2. Please sign in at the check-out counter. If sharing a computer, both users need to be signed in.
3. Usage is limited to 30 minutes from the time of the session begins whenever other patrons are awaiting a computer. The library staff will, when possible, give users a 2 minute notice that their session is ending. Users may sign up again to wait for an available workstation, but only after their initial session has ended. If no computers are available when you sign in, you will be informed you as soon as one becomes available.
4. Anyone changing software or computer settings may be denied use of public workstations and may be held liable for any charges incurred to reverse changes or correct damage.
5. Use of a public computer requires a general understanding of computers and Windows (or Apple) applications. Library staff are available to provide assistance as needed.
6. A black and white laser printer is available at a charge of \$.10 per printed page (\$.20 for a double-sided page). You may pay at the desk upon completion of your print job(s).
7. Library computing resources, to include wireless networks, may only be used for legal purposes. Examples of unacceptable purposes include, but are not limited to, the following:
  - Harassment, libel, or slander of other users or library staff
  - Destruction of or damage to equipment, software, or data belonging to the library or other users
  - Disruption or unauthorized monitoring of electronic communications
  - Any attempts at "hacking" (obtaining unauthorized entry) into any computer system or database
  - Exchange or duplication of protected materials such as music, films, software, or other information protected under copyright laws
8. The Beaver Island District Library assumes no responsibility for loss or damage done directly or indirectly to personal data or equipment. The Library also assumes no responsibility for any damage or injury resulting from loss of privacy arising from use of its computers, wireless, or other Internet connection.

### General Internet Guidelines

The Beaver Island District Library endeavors to develop collections, resources, and services that meet the informational and educational needs of a diverse community. It is within this context that the Library offers access to the Internet.

1. It is the policy of the Beaver Island District Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].\*
2. The library staff monitors computer usage but has limited control over the quality of information accessed through the Internet cannot be held responsible for its content. Library staff may be able, to the best of their knowledge, to assist patrons with the Internet, but the responsibility for verifying information found on the Internet remains with the patron. Library patrons may encounter material that is inaccurate or that they consider offensive. Users need to be responsible information consumers, questioning the validity of any information found online.
3. In accordance with the Children's Internet Protection Act of 2000 (PL 106-554) the Beaver Island District Library, to the extent practicable, implements technology protection measures (or "Internet filters") to limit inappropriate electronic content coming into the library based on staff determination of community desires. Technology protection measures may be disabled for adults at their request, or, in the case of minors, minimized only for bona fide research or other lawful purposes.
4. While patrons 18 and older are free to access whatever Internet sites they wish, the library must also be mindful and respectful of the rights of other patrons (particularly children), to not be exposed to material and images they (or their parents) may find personally unsuitable. Therefore, staff members will request that a patron remove any images or text from a workstation screen if, in the staff member's judgment, the image or text is displayed in such a way that other patrons, particularly children, cannot avoid viewing it in the course of carrying out their business in the library.
5. To the extent practicable, steps shall be taken to promote the safety and security of users of the Beaver Island District Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
6. It shall be the responsibility of all members of the Beaver Island District Library staff to educate, supervise and, to the extent practicable, monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.
7. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library Director or designated representatives.
8. All Internet resources accessible through the library are provided equally to all library users. Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Parents are advised to supervise their children's Internet sessions.

9. Any patron who is asked by Library staff to remove an image, video, or text from the monitor and subsequently continues to view said image, video, or text (or comparable images, videos, or text), is in violation of the Beaver Island District Library Code of Conduct and will be asked to leave the facility.

#### General Wireless Access Guidelines

Free Wireless Internet access is available for mobile devices. It is intended to be a shared public resource. If you consume a large amount of bandwidth, you take it from other users. Please be considerate.

1. Be aware:
  - a. Wireless users must comply with the Library's Computer and Internet Policy.
  - b. The Internet is a public communications network. Public wireless networks or "hotspots" are generally not secure from your laptop to the Wireless Access Point. Wireless Internet access poses additional risks to your personal information that a wired network poses, due to the nature of broadcasting over radio waves. Wireless users need to take steps to secure their personal information and machines. The Library cannot assure the safety of your data.
  - c. Wireless users are advised to:
    - refrain transmit any important information that may be misused such as credit card number, social security numbers, home address, passwords, etc.
    - Have a firewall and frequently updated anti-virus software on their personal machines
    - Not leave equipment unattended.

\* Key terms are as defined in the Children's Internet Protection Act.