

# Public Computer and WIFI Use Policy

## Policy Statement

The Brandon Township Public Library ("Library") provides public access to the Internet with public computers and wireless access (WIFI) for personal devices within the library grounds. This is an educational resource that promotes equity of access in our community.

## General Statements Regarding Internet

- A. Internet Access The Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This Policy applies to both the Library owned public computers and wireless access available at the Library.
- B. Validity of Information The Internet offers access to a wealth of information and Internet sites including useful ideas, information, and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete, or legal. Library Internet Users ("Users") will need to evaluate for themselves the validity of the information found.
- C. Library Does Not Endorse Information on the Internet The Library's Website provides a variety of quality Internet sites and databases. However, because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.
- D. View Internet at Own Risk The Internet may contain information that is controversial, sexually explicit, or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.
- E. No Liability The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Users shall use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data and/or any damages to

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the User's disks, data or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

### Nature of the Public Library Setting

- A. Respect Others Library patrons of all ages, backgrounds and sensibilities use computers. Users are asked to be sensitive to others' values and beliefs when accessing potentially controversial information and images.
- B. Use with Caution of Risks Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files, accounts, and communications are vulnerable to unauthorized access and use. Users should be cautious about using the public computers or WIFI for sensitive, private or valuable information or transactions, including but not limited to credit cards.

### Internet Filtering

- A. Filtered Access To comply with the requirements of the Children's Internet Protection Act ("CIPA") and Michigan's Public Act 212 of 2000 ("PA 212"), all public computers are filtered. Further, the Library's WIFI is also filtered. Filtered access means the public computers and WIFI have a program installed that is designed to restrict minors<sup>1</sup> from receiving obscene materials or sexually explicit materials that are harmful to minors as defined by PA 212 and visual depictions that are obscene, child pornography or harmful to minors as defined by CIPA. This filtering method is designed to prevent access by minors to inappropriate matter on the Internet. Children are encouraged to use the Internet stations located in the Youth Department of the Library.
- B. Responsibility of Parents and Legal Guardians As with other materials in the Library's collection, it is the Library's Policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.
- C. Disable Filters Patrons 18 years of age or older may request to have the filters disabled for lawful purposes. Filtering on the Library's WIFI cannot be disabled. Any patron who desires to have the filters disabled must use the public computers. Minors who are 17 years old may only have the filters (filters used to filter visual depictions of obscenity, child pornography, and materials that are deemed harmful to minors as prohibited by CIPA) disabled on a public computer used by that patron for (1) lawful purposes and (2) only

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<sup>1</sup> Under Michigan Law, "adults" are 18 years of age or older. CIPA defines an adult as 17 years of age or older. As required by CIPA, 17-year old users may have the filter disabled, but only as specifically described in Section C.3 below.

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if a parent or legal guardian has accompanied them to the Library and is sitting at the public computer at all times. Patrons under the age of 17 may not ask for the computer to be unfiltered pursuant to the requirements of CIPA.

- D. Unblock Sites Any patron who believes an Internet site has been improperly blocked can request that the site be "unblocked." A request to unblock should be written to library management and signed by the person making the request. The Library Director, or a designee, will decide the site's status and will prepare a written reply to the individual submitting the request within three (3) business days.
- E. Safety of Minors Regarding E-Mail, Chat Rooms, and other Direct Communications Chat rooms are prohibited. Because children often need access to email for homework and other purposes, the Library does not prohibit the use of email. To the extent that the filters do not block email, it is the responsibility of the parent or guardian to educate the minor on safety and security and monitor the use of these communications.

### Acceptable Use

All Users of the Library's WIFI and public computers are expected to use this resource in a responsible and courteous manner and to follow all rules and procedures as established in this Policy.

- A. Lawful Use The Library's WIFI and public computers cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, (1) accessing materials that can be classified as obscene or child pornography; (2) gaining unauthorized access to or use of patron information or accounts; (3) engaging in identity theft; (4) engaging in civil rights violations; or (5) monitoring or capturing information regarding individuals and their use of the computers or Internet illegally, such as by using a keylogger.
- B. Intellectual Property Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the User. The Library expressly disclaims any liability or responsibility resulting from such use.
- C. Use Must Not be Harmful to Minors Michigan law prohibits Users from allowing minors access to sexually explicit materials harmful to minors. WIFI Users shall also not permit any minor to view sexually explicit materials or any other materials deemed harmful to minors.
- D. Compliance with Patron Behavior Policy The same rules apply to the use of the Internet as with the use of any other Library materials. All Users must

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comply with the Library's Patron Behavior Policy, which is available at any public service desk and on the Library website.

- E. Privacy; Unauthorized Access Users must respect the privacy of others by not misrepresenting themselves as another User; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.
- F. Payment for Printing Users must reimburse the Library for printing costs.
- G. Personal Software Prohibited Users shall refrain from the use of personal software and the attachment of peripherals (excluding flash drives) to the Library's computers or networks, or the modification of any operating system or network configuration. Users shall also refrain from downloading/uploading software to/from public computers.
- H. System Modifications Users are not permitted to change the security setup, operating systems, network configuration, or any other configuration of any public computer without authorization.
- I. Damage The User shall be responsible for repayment of any costs to the Library for damage to the public computer or system.
- J. Public Computer Use No more than two (2) Users may sit at a public computer. No person may stand behind another person while using a public computer. Upon request, a Library staff member may approve or allow additional Users.
- K. Reservation/Time Limits
  - 1. If a User wishes to use the public computer they must sign into a computer using their valid library card; a new card can be obtained at the circulation desk. If guest access is needed, the User may obtain a guest pass from the Service Desk. Guest passes are only good for the day they are issued. The patron must read and accept the Library's Internet Use Policy. All patrons should be able to show proof of identification if requested by a staff member.
  - 2. Use of the public computer is available on a first-come, first-served basis.
  - 3. Users must log out when they leave the public computer.
- L. Closing All computers and printers will automatically shut down at closing time.
- M. Personal Information; Unauthorized Release No patron, including minors, may engage in the unauthorized disclosure, use, and dissemination of personal information of any person, including minors.
- N. Saving Files and Documents Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media (flash drive). Public computers do not allow Users to permanently save documents or personal files to the hard drive.

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### Violations of Internet Use Policy

The Library Director or their designee may restrict access to Library facilities by (1) terminating or limiting access to computers, the Internet, or Library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron's access to Library facilities for a set period of time; or (4) by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

- A. Incident Reports Library Staff shall record in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges Unless otherwise provided in this Policy (see Section C below), the Library shall handle violations as follows:
  1. *Initial Violation.* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, they will be asked to leave the Library Property for the day. If they refuse, the police may be called.
  2. *Subsequent Violations.* The Library Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations That Affect Safety and Security Violations of law (including child pornography and allowing minors to view sexually explicit or other materials deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
  1. *Initial Violation* The police will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges. The Incident Report shall specify the nature of the violation.
  2. *Subsequent Violations* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Director's

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authorized designee may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

- D. Reinstatement The patron whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Library Patron Behavior Policy and the Public Computer and WIFI Policy before their privileges may be reinstated. The Library Director or the Director's designee may attach conditions to such reinstatement and shall provide written notification of those conditions and the duration of the conditions.
- E. Civil or Criminal Prosecution Illegal acts involving the Library's Internet Access service may be subject to civil or criminal prosecution.

### **Staff Assistance**

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Staff may not be able to provide specialized or technical knowledge about a particular application.

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