

Computer & Internet Use Policy Westbrook Public Library

Purpose or Intent

The Westbrook Public Library provides free use of computers and access to the Internet to all users, with the understanding that it is the individual user's responsibility to demonstrate judgement, respect for others and appropriate conduct while using Public Library resources. The purpose of the Computer and Internet Use Policy is to insure the best use of computers and access to the Internet by the greatest number of people.

Internet User Guidelines

Library workstations may not be used to view sexually explicit material, illegal drug related, gang related, hate group related or violent materials. Library computers may be used to visit chat sites or other forms of electronic communications. Users will not disclose, use, or disseminate personal information regarding minors without authorization of the parent or legal guardian of the minors involved.

Users will obey copyright laws & licensing agreements. Users may not change the settings and configuration, use non-library software, or save anything to the hard drive of a library work station. It is not acceptable to use the Library's computers for any purpose which violates U.S. or state laws, to transmit obscene or harassing materials, or to interfere with or disrupt network users.

The Library's Rules of Behavior Policy applies to the behavior of patrons using library equipment. Failure to follow this policy could result in suspension of library privileges. Library employees are authorized to terminate any users access session, or to prohibit a user from access given cause that the user has failed to comply with the policies of the library.

Time Limits

Computer workstations are available on a first come basis whenever the library is open. Workstations may be reserved by signing up at the circulation desk, or by telephone. Workstations may be reserved up to one week in advance. Reservation of a computer workstation by a library patron for a longer period of time may be made for specific needs by discretion of the librarian on duty.

The privilege of reserving a computer may be denied in the future if a person does not show up for the reserved time. The workstation will be available for other persons use 15 minutes after the originally scheduled time.

Use of the Internet is normally limited to a single 60 minutes session per day, but there are times when exceptions are made. Use of a computer workstation for word processing will be limited to a single two-hour session per day. If no one is waiting to use a computer/Internet workstation, use may continue until it is needed for another person.

Two persons may share one access session as long as their behavior or conversation does not disturb other users or library staff.

Use of and time on a computer workstation is up to the discretion of the librarian on duty.

Charges and Fees

Charges and fees for printing are the same as those stated in the Westbrook Public Library Photocopy Machine Policy. All fees must be paid at the time of service.

Minors

Parents and legal guardians have responsibility for their children's use of the Internet, including games, e-mail, chat rooms and other forms of electronic communications. Parents should caution their minor children, which personal facts are not to be shared on the Internet. Parents are strongly encouraged to work with their children to develop acceptable family rules on the Internet. A parent or legal guardian must sign an internet agreement for children 17 years old and younger to access the library computers..

Filters

To comply with Federal and State laws, the Board of Library Trustees has approved installation of software designed to filter sexually explicit content on all computers. The blocking software filter is inherently imprecise and flawed. It inevitably will block access to a vast array of constitutionally protected material on the Internet. Because of its technological limitations, the filter is also incapable of protecting against all access to Internet material that is obscene, child pornography, or harmful to minors. The library will disable the entire filter for adult users 17 and over upon request. The requesting user will not have to explain why he or she is asking that the site be unlocked or the entire filter be turned-off. The library encourages users to request that the filter be disabled as needed.

Privacy

The library avoids collecting or maintaining records that could compromise the privacy of patrons. There is no electronic tracking of workstation use that would enable the library to determine who that user is or what they did on a library computer after the customer logs off. Users must also exercise caution when using the Internet to avoid unauthorized disclosure, use and dissemination of personal identifiable information. Users are encouraged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. Absolute privacy for people using electronic resources in the library cannot be guaranteed.

Wi-Fi Access

The Westbrook Public Library Computer and internet Use Policy applies to any laptop used to access the Internet through the library's Wi-fi connection. As a result, your Internet connection will be filtered and prohibited websites are blocked. Users are responsible for making sure their computer has the correct settings and necessary hardware. Library staff will provide limited instruction for access. The library cannot guarantee that user's hardware will work with the library's wireless connection.

Responsibility

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. Users need to be good information consumers, questioning the validity of the information. Not all sources on the Internet provide accurate, complete or current information. The user is the selector in using the Internet with individual choices and decisions. Users may encounter material that could be considered inappropriate. Parents of minor children assume responsibility for their children's use of

the Internet through the Library's connection. The Library expressly disclaims any liability or responsibilities arising from access to or use of information obtained through its electronic information systems or any consequences thereof.

Laptops and other devices should never be left unattended in the library. The library assumes no responsibility for damage, theft or loss of any kind to a user's equipment, software, or data files.

Approved 11-10-21