

TECHNOLOGY USE & INTERNET ACCESS POLICY



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The North Douglas Library District provides access to technology to the public. The District makes this service available as part of its mission to enrich the community by providing access to the power of information and imagination. In keeping with its value of intellectual freedom, the District provides unfiltered Internet access, provided the patron does not use the Internet for purposes which violate federal, state, or local laws. In addition, all computer and Internet use must be in accordance with this policy and with the District's Patron Code of Conduct.

Responsibilities of Patrons

- The District is not responsible for security of personal information shared online and users are encouraged to use caution before sharing personal information (such as name, address, password, phone number, credit card information, etc.). District machines are meant to be used for research purposes and not as a means of conducting personal or corporate business.
- While the Internet enhances resources the District already provides, the District cannot control information available over the Internet and is not responsible for its content. The District is not responsible for changes in content to which library pages link or for the content of sources accessed through secondary links. Internet content could be inaccurate, incomplete, outdated, offensive, disturbing, or illegal. Users are encouraged to evaluate the accuracy and/or authenticity of information discovered online. Patrons who find information or subject matter that is erroneous, out-of-date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.
- Users may not incur any costs to the North Douglas Library District through access to fee-for-service information, profinders, shopping online, or any other Internet use.
- The North Douglas Library District is not responsible for damage incurred to a patron's personal electronic devices or for any loss of data, damage, or liability that may occur from patron use of the library's Internet services.
- The District's technology equipment is for public use and patrons should log off any personal online accounts after using library technology and save any work created during the session to a personal device or account. Once library computers are restarted at the end of a session, any data saved on the computers is deleted and the computers revert to the default library settings.

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- Because technology is located in public areas and the District serves people of all ages, what is displayed on screens is not confidential and patrons should use discretion when choosing what to view. Library staff do not routinely monitor technology use but reserve the right to do so if we suspect laws or library policies are being violated. Staff are authorized to confiscate removable media, eject users, and/or contact law enforcement.

Access by Minors

- The District provides public access to technology and electronic devices and upholds the right of each individual to access constitutionally-protected material. It is the right and responsibility of guardians and caregivers to guide their children in the selection of resources compatible with their family's values and beliefs.
- The District cannot act in place of a guardian or caregiver and urges guardians and caregivers to work with their children in their use of library resources and the Internet.
- Guardians and caregivers should be aware that the Internet is an unregulated global network and is neither a secure nor a private environment.
- Consent given on the part of the guardian or caregiver for a library card constitutes acknowledgment by the guardian or caregiver that they have a responsibility for monitoring their child's use of all library resources, including the public computers.

Time Limits

- In-library computers and devices are available for one 60-minute session per day per patron.
- Patrons may request time extensions for in-library devices based on availability and library staff discretion.
- Arrangements for extended use may also be made for things such as, but not limited to, testing and test preparation, tax research and preparation, schoolwork, employment, and applications or certifications.
- Computer workstations are limited to one person per workstation except in special circumstances.

Staff Assistance

Library staff may be able to answer basic technology questions, assist with locating appropriate resources, and provide introductory technology training. Trained staff may not always be available. Patrons may schedule individual technology training or attend free technology-related informational programs offered by the District. Library staff does not repair personal electronic devices and is unable to check systems for viruses, malware, or other damages to personal devices.

Rules Governing Use

Library technology and Internet access are provided to meet the informational, educational, cultural, and recreational needs and interests of patrons. However, the District prohibits the following:

- Behavior that will interfere with another person's concentration while using a public computer.
- Damaging, altering, or installing equipment, systems, or software.

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- Interfering with system operations, integrity or security. Attempting to alter software configurations or to cause degradation of system performance.
- Displaying, printing, or sending any material that is obscene, libelous, defamatory, threatening, harassing, or otherwise illegal, as defined by relevant laws.
- Deliberately downloading, installing, or creating any harmful programs.
- Violating copyright laws, intellectual property laws or software licensing agreements pertaining to software, files, and other resources obtained electronically.
- Engaging in activity that is deliberately offensive, malicious, libelous, slanderous, or creates an intimidating or hostile environment.
- Accessing another person's files or private or sensitive information without proper authorization.
- Using computers to gain access to the District's network or computer systems or to any other restricted network or computer system.
- Using computer accounts, access codes, or network identification numbers without authorized permission.
- Tampering with, destroying, or damaging equipment, software, or data belonging to the District.
- Viewing material that violates federal, state, or local laws or regulations, including those regarding accessing, viewing, printing, and/or distributing obscenity or child pornography. Staff may direct Internet users to avoid the display of images that create a sexually hostile environment for other library users and/or staff. Because the library is a public place, District staff have the authority to end an Internet session that displays inappropriate material.
- Refusing or ignoring a staff person's valid request.

Library staff reserve the right to end a session if there is suggestion of misconduct, misuse, or illegal use of library technology or personal devices accessing the library's wireless service. In addition to violating this policy, many of the listed activities may violate local, state, or federal laws. Violations of this policy may result in the suspension or loss of technology privileges, being trespassed from the library, criminal prosecution, and/or financial responsibility.

Wireless Access at the Library

- Wireless Internet access is provided free-of-charge to anyone using their personal device with wireless connection capability.
- The District assumes no responsibility for wireless users' equipment or software and cannot guarantee the security of your files or transmissions.

Enforcement of Policies

The Library Director and designated staff are authorized to interpret and enforce these policies in accordance with applicable law and to ensure appropriate behavior of all persons in the library facilities. Persons found to be violating District policies will be asked to discontinue that activity. If they continue, they may be asked to leave the library facility in accordance with the District's Code of Conduct.