**Computer and Internet Use Policy**

In keeping with the Sergeant Bluff Public Library’s mission to provide up-to-date resources and current information, the library provides free internet access to our patrons. The purpose of public access to the Internet is to further support the community’s informational, educational, cultural, and recreational needs.

**Selection:** The library Director will determine which links to resources available on the World Wide Web to provide on its website by applying the same basic standards that are used in selection of other materials. Access is in no way limited to these sites, and the Sergeant Bluff Public Library can assume no responsibility for accuracy of any information accessed through the internet; nor can we control or monitor information accessed.

**USE**

 Patrons must sign up at the desk and check out a laptop for use. Laptop must be returned and checked in at the desk when patron is done.

1. In accordance with other Sergeant Bluff Public Library policies, use of the Internet is open to the general public.
 a. Children under the age of 7 may not use library computers unless supervised by a parent or guardian.
2. Computers are available on a first-come, first-served basis to users, provided there are no advance reservations for that time slot.

3. Material is available on the Internet that parents may feel is inappropriate for their children. Parents or guardians, not the library or its staff, are responsible for the information accessed by children.
4. The Sergeant Bluff Public Library cannot control content, quality, or accuracy of any information accessed through the Internet. The library urges patrons to carefully evaluate information obtained via the Internet.
5. Individual sessions are limited to 60 minutes unless circumstances require a longer session. Please see a librarian for more time.

6. No more than 2 people are to sit at one computer at a time.

7. No Food or drink at the computers.

8. All users must be off the computers 10 minutes before closing time.

9. Computers must be left on when patrons are done. **DO NOT do a shutdown.** Library staff will properly shut down computers when they are checked in.

10. Do not make any changes to any settings on the computer.

**Staff Assistance:** The library staff, on a day-to-day basis, will help with computers and Internet use as able and reasonable. However, staff members may not be familiar enough with a function to provide any help. Staff members are not available for extensive training except during scheduled training sessions.

**UNACCEPTABLE USE**

The Sergeant Bluff Public Library reserves the right to restrict or terminate the Internet privileges of any individual not practicing responsible use of the Internet.  Unacceptable use includes but is not limited to:
1. Use of the Internet for purposes other than informational, educational, recreational needs or for viewing, downloading or sending sexually graphic images.
2. Any illegal or unethical use of the Internet, including but not limited to violation of copyright laws, activities such as harassment, distribution of unsolicited information, propagation of computer viruses, or attempting to make unauthorized entry into other computers
3. Attempting to modify or gain access to restricted files, passwords, or data
4. Downloading to the library computer hard drive, loading personal software or library-owned circulating CD-ROM software, or saving documents to the hard drive: downloading may be done only to a disk, or to your own personal flash drive.
5. Damaging or destroying equipment, software, or data belonging to the library. This includes adding, altering, or deleting files or configurations on library workstation hard drives or other library equipment, violating network integrity, using software from outside the library on library-owned equipment, or using a virus-infected disk on a library computer;
6. Disrespecting the privacy of other users

 **Failure to abide by these rules can result in revocation of internet/computer usage for the patron**

**COMPUTER SOFTWARE/COPY/PRINT FEES**

In addition to Internet access, the library also provides MS Office software access at public workstations. All the computers are loaded with Microsoft Office applications.

A printer is available to make copies for the fee of .25/page for black and white, or .50 for color.

If students need copies for school, the price is .10/page for black and white and .25 for color copies.
Patrons may not save files of any type to the library’s computers.

 **WIRELESS INTERNET ACCESS**The Sergeant Bluff Public Library provides free wireless access to anyone with a laptop computer and a WI-FI network card.

By choosing to use this free service, patrons agree to abide by the library’s Internet Use Policy. This policy states the limitations of internet access, responsibilities for using that access, and provides examples of acceptable and unacceptable use.

 The Seargeant Bluff library’s wireless network is not secure. Information sent to and from a patron’s notebook/laptop computer may be captured by anyone else with a wireless device and the appropriate software.

Library staff is not able to provide technical assistance and no guarantee can be made that a patron will be able to make a wireless connection.

The Sergeant Bluff Public Library assumes no responsibility for the safety of equipment or for notebook/laptop computer configurations, security, or data files resulting from connection to the library’s wireless access.

The Sergeant Bluff Public Library does not allow use of its wireless service outside of the library except in the library parking lot after hours.

**INTERNET SAFETY POLICY**

It is the policy of Sergeant Bluff Public 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)].

**Definitions**

Key terms are as defined in the Children’s Internet Protection Act.

**Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall

be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information, specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

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.

**Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of

users of the Sergeant Bluff Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications, specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Sergeant Bluff Public Library staff to

educate, supervise and 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 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the librarian or designated representatives.

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