UPPER MORELAND FREE PUBLIC LIBRARY

COMPUTER AND INTERNET

Revised:	3/08/2018
Next Review:	1st Qtr. 2021
Reviewed:	3/08/2018
Original:	11/10/2010

I. POLICY

   A. The purpose of this policy is to establish the terms of patron internet, wireless and library computer hardware use.

   B. Patrons should review this policy before beginning computer or Internet use.

   C. The library reserves the right to change or modify its computer and Internet policies at any time. Users are responsible for reviewing and following any modified or new policies.

   D. Patron Internet and computer use shall be terminated if a patron violates this policy. The Library staff is the final arbiter of inappropriate use or misuse of computers or the Internet.

   1. Users must comply with the following principles during computer or Internet use:

      a) respect for the privacy of others,

      b) conformance to the legal protection provided by copyright licensing programs and information,

      c) appropriate use of computer software and hardware.

   2. The Library Internet service and computer equipment may not be used for purposes which violate United States, state, or local laws; to transmit threatening, obscene, or harassing materials; or to interfere with or disrupt network users, services, or equipment.

   3. Viewing obscene material or explicit sexual material, as defined by Pennsylvania law 18 Pa.C.S 5903, is prohibited and will result in the termination of a patron's computer and Internet privileges. Parents are responsible for minor children. Access to such material on personal laptops is also prohibited while on the Library property.

   4. Children eleven years old and younger are limited to using the computers located in the Children's Room.

   5. Computer use by children six years of age and younger must be supervised by a parent or caregiver who is at least twelve years of age.

   6. The Library complies with the Children's Internet Protection Act (Public Law 106-554, 114 Stat. 2763A-335) and with Pennsylvania Act 197. If a

UPPER MORELAND FREE PUBLIC LIBRARY

patron believes a website or web page has been filtered in error, the patron may request access to the site or page at the Information Desk. The request shall be submitted to the administrator who shall respond to a request in a reasonable amount of time.

7. Users may not represent themselves as another person.

8. Any attempt to circumvent system security, guess passwords or gain unauthorized access to resources is forbidden. Users may not tamper with nor change the software or hardware configurations established by the library. Damage to the library software or hardware is unacceptable and shall result in loss of privileges, exclusion from the LIBRARY, and/or other legal action.

9. Users may not use the computer to create sounds or visuals that might be disruptive to other Internet and the library users. Patrons are required to use headphones if they are accessing sites that have sounds.

10. Only two people may be at an Internet computer at any one time.

11. Patrons may not interfere with the settings on the computers, including browser home pages.

12. Patrons may not shut down or log off the computers.

13. Sending spam is prohibited.

14. The library is not responsible for the reliability of information obtained via the Internet. Such information should be used at the patron's own risk.

15. Vandalism shall result in loss of privileges, exclusion from the Library, and/or legal action.

16. The staff shall offer basic assistance in accessing the Internet during patron sessions. However, the Library cannot provide in-depth training at that time, nor can the library guarantee that Internet-trained staff shall always be available.

17. Personal information is not guaranteed to be secure when using public computers or accessories.

18. Time management software is used to set and manage session length and availability.

19. There are charges for using the Library printer. The patron is responsible for paying for each page printed.

UPPER MORELAND FREE PUBLIC LIBRARY

20. Connecting personal laptops to the library printers is prohibited with the exception of the library's mobile printing service. Patrons may save their work on a removable device for printing from a public work station.

21. Technical support is not available to users for configuration of personal devices. If a patron experiences difficulty accessing or using library resources, he or she should notify a staff member at the Information Desk to confirm that the wireless network is fully functioning.

II. DEFINITION: Computer use indicates all technology available to patrons both in the library and circulating for remote use including but not limited to laptop computers, workstations, printers, eReader devices, hot spots (etc).

III. RESPONSIBILITY: The director shall establish necessary procedures to comply with this policy.

COMPUTER AND INTERNET