

A301b Internet and Computer Acceptable Use Guidelines

Last updated: December 2021

Internet computer use requires a library card or guest pass.

GENERAL USE

The Hedberg Public Library requires that any user of the library's computers agrees to the following guidelines:

All users of electronic information resources are expected to use these resources in a responsible manner, consistent with the educational, recreational, and informational purposes for which they are provided and to follow these rules and regulations.

Responsible, ethical use of such resources includes the following:

- Using resources for educational, informational and recreational purposes only: not for unauthorized, illegal or unethical purposes.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system or damaging or altering software components of any network or database.
- Further respecting the privacy of others using library computers by not interfering with their use.
- Not sending, receiving, or displaying text or graphics which may reasonably be construed as obscene, or which disturb or disrupt the library use of other patrons.
- Viewing or sending child pornography is a federal offense and police will be called.

USE BY CHILDREN

Children under the age of 18 will have access to the library's internet enabled computers and all the electronic resources offered by the library unless parents/legal guardians choose to "opt out." Youth Cards with computer access and computer guest passes will be offered to unaccompanied children and teens (ages 8 to 17) seeking access to internet enabled computers if they do not already have library cards.

Hedberg Public Library assumes no responsibility for the use of the internet by individuals, including children. It is the responsibility of the user (or the parent, guardian or caregiver) to determine what is appropriate.



PRIVACY AND SECURITY

Under Wisconsin State Statutes Section 43.30 and Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80) cover the confidentiality of library records.

All internet and computer history is cleared from the local computer when it is restarted or a session is ended. Library card numbers and guest pass numbers along with other identifying information is recorded as part of the time management system and may be used for statistical analysis of computer usage trends.

Other identifiable information may be stored on the sites and locations users visit while using library computers. This information is stored in a file commonly called a cookie and is not under the control of nor stored by Hedberg Public Library.

Hedberg Public Library does not filter or screen any site, application, webpage, document, file or email for content. Malicious or potentially malicious software may be automatically blocked or removed on public computers.

OTHER CONDITIONS

Computer users are expected to observe the same standards of acceptable library behavior as any other library users. Because of the many different internet sites and computer applications available, library staff can provide only limited assistance to patrons with these resources.

In order to ensure fair use of the computers, staff may limit the amount of time an individual can use the computer workstations or laptops daily.

Users are forbidden from modifying, attempting to modify, or dismantling any library owned device.

Users are forbidden from installing, or attempting to install any software or application, bypassing, modifying, or disabling security on any library owned device

Neither Hedberg Public Library nor the City of Janesville is responsible for any damage or loss occurred while accessing the internet at the library, branch(s) or bookmobile.

CONSEQUENCES OF NOT FOLLOWING THIS POLICY

Violation of this policy will result in suspension of internet access and library privileges.

