COMPUTER USE & INTERNET POLICY

PURPOSE

The Longview Public Library (LPL) offers access to computers, computer-based resources and the internet. If patrons have a library card, they have full privileges to use our services without restrictions, otherwise the public may ask for a guest pass to use our desktop computers. The policy governs the management of computers and usage, internet, and computer networks that are owned and administered by the Library.

DESKTOP COMPUTERS

Desktop computers with Internet access are available. Stations can be reserved a week in advance for library card holders and same day for guests. Patrons who do not have a LPL card may request a guest pass.

TABLETS/MIFI

- Tablets are available on a first come first served basis to check out for in-library use only. To checkout a tablet you must have a verified library card in good standing. Only one device can be checked out per library card at one time. Tablets will not be checked out less than 30 minutes before closing and must be returned 15 minutes before closing.
- MIFI (mobile hotspots) may be checked out of the library by adults and are subject to circulation policies.

APPROPRIATE COMPUTER AND INTERNET USE

LPL provides public access to the internet in support of its mission to ensure equal access to all. Because LPL's computers are in public areas, guests may be involuntarily exposed to what others are viewing. We ask that users remain sensitive to the fact that the computers are in a public environment shared by people of all ages. If you disrupt other library patrons and/or services, or if behavior is inappropriate for a library setting, we reserve the right to ask users to stop viewing the disruptive material, or to end the computer session. *Refer to the LPL Code of Conduct for more details.*

ACCEPTABLE USE

Use of the Library's computers shall be guided by the following principles:

- Respect for the privacy of others.
- Adherence to the legal protection provided by copyright and license to programs and data.
- Consideration for the security and functioning of computers, networks, and systems.
- Adherence to LPL and City policies governing the security and functioning of computers, networks, and systems.

UNACCEPTABLE USE

- Any activity which violates U.S., state, or local laws.
- Transmitting threatening, obscene, or harassing materials.
- Intentional or unintentional disruption of network users, services or equipment, harm to other computer systems including excessive bandwidth utilization.
- Tampering with computer or network security.
- Disconnecting library equipment, including monitors, network cables and electrical cords.
- Making unauthorized entry into any systems accessible via Library computers.
- Failure to follow library policies, including but not limited to: failing to log in using your own library card number or guest card number and not following time limits.
- Developing and/or propagating programs that harass other users or cause harm to other computer systems.
- Copying, file sharing, downloading, or distributing commercial software or other works or materials (i.e. music, movies, etc.) that violates copyright laws.
- Accessing or loading pornographic, obscene, or sexually explicit material.
- Other uses deemed inappropriate at the discretion of LPL management.
- Downloading or transmitting confidential, trade secret information, or copyrighted materials.
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment is prohibited.
- Displaying or printing materials that violate the Municipality of Longview policy on sexual harassment are prohibited.
- It is a violation of federal law to knowingly receive visual depictions of minors engaged in sexually explicit conduct. Anyone who does so is subject to federal criminal prosecution under the Protection of Children against Sexual Exploitation Act of 1977 (18 USC 2252).

RESPONSE TO VIOLATIONS

- Illegal activities or activities that interfere with or disrupt the network, users, services, or equipment are prohibited and not protected by the library's privacy policy.
- We do not routinely monitor public computers but reserve the right to do so when a violation of this policy or illegal activity is suspected.
- Staff is authorized to take immediate action to protect the security of computers and the network, and to enforce all computer/Internet/Wi-Fi rules.
    - This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement.
- *Failure to comply with all laws, policies, and procedures may result in loss of computer privileges, library privileges, or prosecution in some cases*.

INTERNET POLICY

The Internet provides access to a wealth of information far beyond our physical library collection. Much of the information can be valuable and enlightening; however, some materials are unreliable, personally offensive, or illegal. LPL cannot police a global network. As such, each individual user must be responsible for their own activities on the Internet and for the activities of any minor children they are responsible for. LPL does not provide privacy screens and no expectations of privacy is guaranteed.

CONFIDENTIALITY AND PRIVACY

- When a computer session ends, all information about that session is ordinarily deleted. LPL erases all patron use records except those essential for library business operations.
  - LPL does not retrieve any information including websites visited, passwords, credit card numbers, or any other information a patron has entered.
  - LPL will release records, including those relating to Internet usage, only as required by law.

CHILDREN AND THE INTERNET

- To comply with federal regulations, all public access computers at LPL are filtered.
- Although filtering software aims to block access to objectionable sites, it cannot block all objectionable sites and it sometimes blocks useful sites.
- LPL upholds and affirms the right and responsibility of parents, guardians, or caregivers to determine and monitor their children's use of library materials and resources including the Internet. LPL will not act *in loco parentis* if the caregiver is not present.
  - Library staff is available to help identify and locate resources to help parents, guardians, and caregivers oversee their children's use of the Internet.

CITY OF LONGVIEW AND LPL'S ROLE

- Staff are available to provide assistance identifying sites and to help with issues specific to the library's procedures, e.g., how to print or reserve a computer.
  - Staff will provide this assistance as time allows.
- The City of Longview, LPL, and their Internet service providers do not control and are not responsible for Internet content.

WIRELESS NETWORK ACCESS

LPL offers wireless Internet access. By using our free wireless service (Wi-Fi), you agree to abide by the library's Internet use policy and LPL Code of Conduct.

- The library's wireless network is public and not secure. Use of LPL Wi-Fi is entirely at the risk of the user.
  - By choosing to connect to LPL Wi-Fi, you signify understanding that there are risks associated with use (e.g., sensitive personal information being compromised and/or potential damages to your hardware or software caused by electric surges, security issues, or consequences caused by viruses or hacking).
  - LPL disclaims all liability for loss of confidential information or damages resulting from intentional use of LPL Wi-Fi.
- Library staff can provide general information for connecting your device to the wireless network but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration.
  - The library cannot guarantee that your device will work with the library's wireless access points.

Recommended for approval: Jacob Cole - Director

Approved by Library Trustee Board: May 8, 2023