



## Computer and Internet Use Policy

The Grinnell Library District establishes this Computer and Internet Use policy to ensure appropriate use of Computer and Internet resources.

1. **Permitted Access:** the Grinnell Library District computers offer information through access to the Internet and other resources. Patrons using the computers must abide by this Computer and Internet Use Policy. All users are expected to use the Library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided.

The staff will manage computer resources in order to provide equitable access to all patrons. If there are people waiting for computers, computer use time may be limited to 90 minutes.

All access requires a valid Grinnell Library District or MHLS library card. Visitor passes are provided at the discretion of Library staff.

The Library also reserves the right to limit the type and nature of storage devices or any other personal electronic devices that are used in conjunction with Library computers in order to maintain computer functionality.

2. **Internet Content:** Not all information available via the Internet is accurate, current and complete. Users are encouraged to evaluate carefully the validity of information accessed via the Internet. Users are cautioned that ideas, points of view and images found on the Internet may be graphic and/or controversial, inflammatory or offensive.

Library computers with Internet access are located in public areas shared by patrons of varying ages, backgrounds and sensibilities. Individuals are asked to be considerate about accessing potentially controversial information and images.

3. **Children's Use:** Responsibility for, and any restriction of, a child's use of the Internet rest solely with the child's parent(s) or legal guardian. It is not possible for Library staff to control specific information people may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies that serve to govern the purchase of written materials may not apply to material accessed electronically.

4. **Prohibited Activities:** Library computers and technology are not be used for any activity that violates federal, New York or local laws. The Library's Internet resources may not be used to advertise or to perform any illegal activity, including the deliberate propagation of computer



viruses. Furthermore, the computers may not be used to seek disallowed access to any other computer system. Any user(s) who uses Library computers or technology for illegal activities will be held solely responsible for their actions, not the Library District. Any verified complaints as to illegal activity may result in the suspension of computer privileges and possible referral to appropriate authorities.

Please be aware that display or transmission of obscenity, child pornography, or materials harmful to minors is illegal and is therefore prohibited. Such displays or transmissions may result in appropriate legal action, including suspension of library privileges and police intervention.

5. **Damage:** All users must be responsible for their behavior and for any damages that occur due to misuse. They must agree not to attempt to alter, even temporarily, the computer set-up. Any vandalism, destructive behavior or illegal activities may result in police action as well as suspension of privileges. All users accept responsibility for the good working order of the computers and furniture. Parents will be held responsible for any damage done by their children.

6. **Security/Confidentiality:** Users are cautioned that security in an electronic environment such as the Internet cannot be guaranteed. All transactions, files, and communication are vulnerable to unauthorized access and use, and therefore should not be considered confidential. Computer users are advised to use caution when entering private or confidential information such as passwords, banking information, and other sensitive information. Users assume all associated risks and agree to hold harmless the Library and its employees for any personal information (e.g. credit card) that is compromised.

The Library monitors many areas of the premises with video cameras, including areas with public access computers. Please be aware that your activity may be viewed by Library staff.

Internet users must respect the privacy of others by not attempting to modify or gain access to files, passwords, or data belonging to others.

7. **Copyright Warning:** All rules of copyright and personal property must be honored.

8. **Printing:** the Library charges \$0.15 per page for black and white printing and \$0.25 for color printing.

Computer Use and Internet Policy amended by the Board of Trustees on 10/18/2023