



## Policy 3065: Internet and Computer Use

Adopted: *August 23, 1995*

Reviewed/Revised: *March 25, 2009; January 23, 2013; March 21, 2016; February 22, 2017; April 28, 2021; January 24, 2024*

### I. Purpose

The purpose of this policy is to define appropriate use of the technology resources at the Algonquin Area Public Library by library technology users, and includes technology and resources accessed with equipment in the Library, loaned by the Library, and/or via the Library's wireless internet connection. This policy is to be used in conjunction with the Library's Code of Conduct, other library policies, purposes in furtherance of the Library's Mission, and all Federal, State, and local laws and regulations concerning use of property and technology resources.

### II. Access

Computers in the Library are available to all visitors regardless of library card or account status. Best efforts will be made to provide in-library access to computer and technology services during all open hours; however, planned or unforeseen circumstances may require computers or wireless access to be made unavailable.

### III. Responsible Use

Library technology users must use the Library's technology resources responsibly and within the limits of all applicable laws. The Library uses content filtering technology on all public computers that are able to access the internet.

Library computers may be used only for purposes that are legal and appropriate for a public environment. Examples of unacceptable and/or unauthorized computer use include but are not limited to the following:

- Using or displaying sounds or images which might disrupt the ability of other library patrons to use the library and its resources;
- Harassment, bullying, libeling or slandering, solicitation, accessing websites that are harmful to minors or depict child pornography, and unauthorized monitoring of electronic communications;
- Illegal duplication or downloading of software, music, or any other violation of copyright laws or software licensing agreements;
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, peripherals, or networks,
- Attempting to gain unauthorized access to other computer systems and networks, monitor or tamper with electronic communications of other users, or circumvent security or network protection;
- Damaging, adding, deleting, or modifying configurations, hardware, or software on Library equipment.

The Library utilizes software designed to delete or remove files, personal information, and computer modifications between users and upon restarting, but it is the responsibility of the



user to delete any personal files or information saved on Library computers during their session. Files should be saved on portable media provided by the user before the end of a session. The Library is not responsible for any loss of data or damage to portable media that may occur when saving files.

#### **IV. Violations of Use**

By using Library computers or the wireless network, users are agreeing to all the conditions detailed in this Internet and Computer Use Policy. Violations of these and other rules governing the use of the Internet and computers in the Library may result in loss of access and suspension of computer and/or Library privileges. The Library will deal with unlawful activities in an appropriate manner.

#### **V. Internet Safety**

The Library is committed to protecting the confidentiality and privacy of its technology users to the greatest extent possible. Careless use of technology may compromise privacy. Parents/guardians are responsible to educate their children about online safety, inappropriate content that can be found on the internet, and the inherent dangers of disclosing or disseminating personally identifiable information. As with other library materials, restriction of a child's access to the internet is the responsibility of the parent/guardian.

The Library does not collect, use, or process personal data relating to computer use. The Library does maintain computer usage logs for a limited period of time. Computer use is protected by the Library Records Confidentiality Act (75 ILCS 70/1-2).

In compliance with the Children's Internet Protection Act (CIPA) (Pub. L. No. 106-554 and 47 USC 254(h)), the Library utilizes content filtering technology on public computers that are able to access the internet. Additional content filters are utilized on computers intended for use by children. Unauthorized access or other unlawful activities by minors online is prohibited.

#### **VI. Disclaimer**

The internet is not governed, restricted, or regulated. The Library has no control over information found on the Internet and cannot be held responsible for any of its content. The Library encourages internet users to be informed consumers and to evaluate information retrieved from all online sources as information may not be accurate, current, or complete and may be considered offensive or controversial.

The Library takes reasonable steps to secure its networks from unauthorized access, guard against malware, and protect user privacy, but internet service is available on an open, public network and security of information or transactions while using the Library's equipment or networks is not guaranteed. Users conducting personal business on Library computers or connecting to the internet with their personal devices on the Library's wireless network do so at their own risk.

Use of any of the Library's technology and computer equipment and networks is at the sole risk and discretion of the user. The user, and not the Library, is responsible for any damage to the user's own computers, devices, or equipment while connected to the Library's network or equipment.