

## **Computer and Internet Policy**

(Adopted June 2014; revised February 2021; revised September 2021; revised March 2024; revised October 22, 2025)

As part of the library's commitment to providing relevant electronic resources that aim to connect the informational and entertainment needs of this community, the Stickney-Forest View Public Library District provides Internet access laptop computers and other electronic equipment for use by patrons within the Library and on a circulating basis.

### **Library Responsibility**

Laptop computers and Chromebooks are provided for patron use throughout the library. Library issued patron laptops and Chromebooks are internet capable and are loaded with basic browsing and Microsoft Office suite or Google Workplace applications. Library computers will shut down 15 minutes before closing time.

The Library's wireless Internet service is not encrypted. Users should be aware that any information sent or received could potentially be intercepted by another wireless user. Web-based security controls such as Secure Sockets Layer (SSL) are not sufficient to protect against certain types of attacks; therefore, users should avoid entering sensitive information such as credit card numbers, passwords or any other personally identifying information on any public wireless network.

The Library supports intellectual freedom and the American Library Association's interpretation of the Library Bill of Rights as it applies to Access to Electronic Information, Services and Networks. Although the Library strives to offer sites which provide current, complete and accurate information, the changing nature of the World Wide Web means the Library cannot guarantee the accuracy of information gained through this medium. The responsibility of the Library is to provide information, not to endorse the information. Users are responsible for determining whether the information they access is acceptable, reliable and suitable for their needs.

The Library cannot assume responsibility for material of a controversial or mature nature found on the Internet. The Library offers content filtering but does not monitor and has no control over the information accessed by patrons, nor does it protect users from material or information they may find offensive.

### **Patron Responsibility**

- A. No food or beverages are allowed near the computers.
- B. Time limits on computer workstations and bandwidth limits on wireless access may be enforced to ensure that all patrons have the opportunity to use computer and Internet resources.
- C. Patrons must be 12 years of age or older to use a computer not located in the Youth Services Department.



- D. Any activity which violates Federal, state, or local laws is prohibited on both Library and customer computers. Examples of illegal activities include but are not limited to fraud, , displaying or distributing child pornography other obscene materials or any material that violated federal, state or local laws or regulations, libeling and slandering other persons, and sending "spam" e-mail including identical or nearly identical messages sent to a large number of recipients who have not granted deliberate and explicit permission for the message(s) to be sent.
- E. Users may not modify or tamper with Library hardware or software, change configurations, or attempt to access non-public files or accounts using Library workstations or the wireless network. Users may not attempt to intercept, monitor, disrupt, or impede other users' communications on the wireless network or to access or alter other users' data or software.
- F. Users may not use personal software, download software, or bookmark sites on Library workstations.
- G. Users may not violate software license agreements or infringe on copyrighted material. United States Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of "fair use." This includes most electronic information sources. Users may not copy or distribute many electronic materials without the explicit permission of the copyright holder. Users are responsible for any consequences of copyright infringement.
- H. The Library is committed to providing an environment free from sexual harassment. Internet users are asked to help by refraining from displaying material on Library or patron computers which may be interpreted as part of an intimidating, hostile, or offensive work environment. Internet users should not attempt to show displayed material to passersby
- I. Users are responsible for the cost of all printouts made of the printing station, whether intended or unintended. Patrons will not be held liable for equipment failures that occur while they are using equipment if it can be reasonably assumed to be the result of normal wear and tear. However, patrons will be held financially responsible for any damage of equipment that is caused by improper use of equipment. This includes damage to hardware, such as dropping a laptop, and damage to software, such as downloading a file that interferes with the proper functioning of the operating system. Liability and financial responsibility will be determined by the Library Director.

### **Guidelines for Minor Children**

The Library affirms and acknowledges the rights and responsibilities of parents and guardians in guiding their children's use of Internet resources at the Library in accordance with individual family beliefs. Parents must notify Library personnel if they do not want their child using the Internet resources available. Minor children must adhere to the guidelines of this policy. Parents are ultimately responsible if their child violates any responsibility in this policy.

## **MOBILE HOTSPOTS**

The Library offers mobile W-Fi hotspots as part of its circulating collection. Stickney-Forest View Library cards holders over the age of 18 may check out a hotspot for a period of three weeks. A Mobile HotSpot User Agreement form must be filled out or on file.

### **Checkout and Availability:**

- Hotspots must be on shelf for 1 week before a patron can check out again.
- Returning a hotspot overdue will result in a waiting period before they can be checked out again. The first offense will be a 1 week waiting period; second offense one month; third offense 6 months; fourth offense one year.

### **Responsibility and Fines:**

- The user is responsible for the cost of repairing or replacement of the item and all parts if it is returned damaged or lost. The item circulates with the hotspot, power cords and bag.
- If a hotspot is kept overdue for 3 days or more, service to the unit will be terminated and the user will be billed the replacement cost of the item.

### **Internet Use:**

- The Stickney-Forest View Public Library District does not filter or monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. The library is not responsible for personal information shared over the internet.
- Hotspot users are expected to comply with the guidelines set forth in the Computer and Internet policy.

Patrons utilizing any and all Library-provided computers and/or internet services, whether on premise or outside of the Library, agree to release indemnify and hold harmless the Stickney-Forest View Public Library District from any and all liability and claim for damages that may result from the use of Library provided devices.