

SECTION:	PS 7	TECHNOLOGY
SUBSECTION:		
POLICY:	PS 7.1	COMPUTER AND INTERNET ACCESS AND SECURITY
REVISIONS:		05/17/2020; 10/21/2020; 09/18/24

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Providing free public access to the internet, computers enables ACDL to provide information beyond the confines of its physical collections. Access to the internet is provided through various mediums including, but not limited to, wired and wireless connections. As the internet consists of millions of websites that contain a wide variety of information and opinions from varied points of view, ACDL is not responsible for the content of linked websites nor internet content as a whole.

Internet users should be aware that third parties may be able to obtain information regarding users' online activities. Users are solely responsible for the sites they elect to access and any information that is collected from or provided by them while on such sites. ACDL assumes no liability for claimed damages of any kind or the loss of customer data, nor does ACDL guarantee that its computing devices or networks are completely secure or error-free, or that they will operate without interruption.

ACDL establishes system safeguards and security procedures to protect its hardware and network from damage or compromise. Users are expected to use all ACDL-provided technology, equipment, and software in a lawful manner and in accordance with ACDL's Patron Code of Conduct.

All users agree to indemnify and hold the Library harmless for any claims, losses, damages, obligations, or liabilities arising out of the use of ACDL's internet, computers, and/or software.

### **Filtering**

Filtering software is used on all internet-capable ACDL-managed devices. The filtering software is designed to prevent access to content that is obscene, constitutes child pornography, is a security risk, or is harmful to minors. Users should be aware that the filtering software may not be effective in blocking all objectionable content and may block some content that is unobjectionable and suitable for access in the library.

Pursuant to federal law, users age 17 or older may bypass ACDL's internet filter upon request. No reason for the request is required. The library reserves the right to request that a patron relocate to a workstation in a less observable location if deemed appropriate by the library staff. Staff will facilitate such a move to the best of their ability.

The children's areas throughout the Ashtabula County District Library system include a limited number of computers, many of which offer resources especially for children. These areas are designed to be welcoming for children age 13 and younger and for adult caregivers accompanying or assisting children. ACDL will not disable the filters, for any reason, on public computers located within areas which are designed for children's use.

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Users of any age who feel that a site is inappropriately blocked by the filter may ask a library staff member to submit a request to review the site to determine if it should be removed from the list of blocked websites.

ACDL's computers are located in public spaces. Users are reminded to remain sensitive to the fact that others may be involuntarily exposed to accessed content.

Parents, guardians, and caregivers of children are responsible for overseeing their children's use of the internet, including their children's online interactions and sharing of information.

### **Computer Station Access and Booking Software**

Users should use their own library card number and PIN to access ACDL's public internet computers. Single-day guest passes may also be obtained.

Public computer stations are designed for use by a single individual. No more than two persons may sit/work together at any one computer station except in certain situations such as when a parent/guardian is accompanying children.

### **Prohibited Activities**

Users may not:

1. Use the internet for unauthorized copying of copyright-protected material or in any manner that violates the intellectual property or privacy rights of others.
2. Attempt in any way to gain unauthorized access to ACDL or third-party systems or applications, or to alter, damage, abuse, or sabotage computer equipment, networks, or software.
3. Use the internet for unlawful purposes as defined by federal, state, and local laws.

The Library does not routinely monitor public computer activity, but reserves the right to do so when a violation of this policy or illegal activity is suspected. ACDL staff is authorized to take immediate action to protect the security of computers and the network and to enforce all elements of this policy. This includes confiscating any removable media, requiring a user to leave a computer or the premises, and contacting law enforcement authorities.

### **Wireless Access and the Use of Personal Devices**

Availability:

The Library provides wireless access to the internet for public and staff use, and both the staff and the public are invited to connect with the understanding that they are ultimately responsible for the operation of the device. While the Library makes every reasonable effort to ensure this service is

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available without downtime and as broadly within its buildings as possible, the Library cannot guarantee its availability.

Patrons may encounter areas within Library facilities with limited or no connectivity. In addition, malfunctions and circumstances outside the Library’s control may reduce or eliminate connectivity at times. The Library makes no guarantee of service availability, or that a given transaction will complete.

**Staff Assistance:**

The Library staff will make reasonable efforts to provide general assistance connecting to the network but cannot troubleshoot problems related to a specific device or assist in making changes to devices network setting and/or hardware configuration. The Library cannot guarantee a patron’s device will be compatible with our network.

**Security:**

The wireless access connection is unsecured. The Library cannot make any guarantee of privacy or security for transmitted information.

**Printing:**

Wireless printing is available through the Library’s webpage. The Library’s typical printing fees apply to this service.