



105 PERIMETER ROAD
MOUNT HOREB, WI 53572

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Computer, Electronic Device, and Internet Use Policy

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I. Purpose

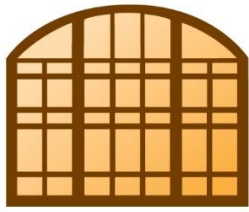
- A. The Mount Horeb Public Library offers computer workstations, a wireless network, and a variety of electronic devices to ensure free public access to the Internet as an informational, educational, and recreational resource.
- B. The library strives to serve people of all ages, at all levels of need, and considers its endorsement of the Library Bill of Rights and the Freedom to Read documents to apply to the use of electronic information. The library also upholds public access to information in accordance with the provisions of the Constitution of the United States.
- C. To ensure equal and fair access is provided, it is necessary to have a policy, which defines the relationship and responsibility of the library and patron as it relates to the use of library computers and laptops, access to the Internet and gaming software and equipment. This policy applies to all computers that access the Internet (wired and wireless) on the Mount Horeb Public Library's network (i.e. both library-owned and personal equipment.)

II. Disclaimer

- A. Provision of access by the Library does not constitute endorsement of the ideas or information found on the internet. Information found on the internet falls outside the scope of the Library's Collection Management Policy. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.
- B. The library has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. The authority to determine what is illegal content rests with the courts as defined in Wisconsin and federal statutes.
- C. The Mount Horeb Public Library shall not be responsible for any injuries or damages to possessions of individuals or groups resulting from the use of computers or electronic devices. This includes but is not limited to credit card charges, identity theft, or other potential damages.

III. Appropriate Use Guidelines

- A. Internet authorization is required for youth 15 and under and is recorded in the youth's library record.
- B. Youth whose parents have not authorized Internet use will be given the status of "blocked" in the management software.
- C. Our wireless network is open and available to all, regardless of age or internet permission granted via a library card. This is an unsecured, unmonitored network. By using the wireless network, patrons agree to abide by the rules set forth in this policy.
- D. Invasion of Privacy: Patrons shall not engage in activities that invade another's privacy. Patrons must respect the privacy of others and shall not misrepresent oneself as another user – this includes logging in with another patron's library card account.
- E. Intellectual Property Right Violations: Patrons may not engage in any activity that infringes or misappropriates the intellectual property rights of others, including patents, copyrights, trademarks, service marks, trade secrets, or any



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other proprietary right of any third party. Any responsibility for the consequences of intellectual property infringement lies with the user.

- F. Obscene or Indecent Speech or Materials: Patrons may not advertise, solicit, transmit, store, post, display, or otherwise make available obscene or indecent images or other materials. According to the Wisconsin State Statutes (Sec. 948.11), patrons using the Internet may not expose children to harmful materials and makes it a crime to expose children to pictures or images of nudity, sexually explicit conduct, or physical torture or brutality that appeal to prurient, shameful, or morbid interests and are patently offensive to prevailing adult standards regarding materials suitable for children. Patrons who ignore or abuse the tenets of this policy will have their computer use privileges revoked. The Mount Horeb Public Library will notify and fully cooperate with law enforcement if it becomes aware of any use of its services to any connection with child pornography, exposure of sexually explicit material to children, or the solicitation of sex with minors.
- G. Defamatory or Abusive Language: Patrons shall not libel, slander, or maliciously offend other users. Patrons shall not transmit, post, upload, or otherwise make available defamatory, harassing, abusive, or threatening material or language that encourages bodily harm, destruction of property, or harasses another.
- H. Hacking: Patrons shall not attempt to crash, degrade performance of, damage, modify, or gain unauthorized access to computer systems and networks, hardware, software, files, passwords, or data that belongs to the library or other uses.
- I. Distribution of Internet Viruses, Ransom Ware, or Other Destructive Activities: Patrons shall not distribute information that disrupts the use of or interferes with the ability of others to effectively use any connected network, system, service or equipment.
- J. Other Illegal Activities: Patrons shall not advertise, transmit, or otherwise make available any software product or service designed to violate this Agreement. Patrons may not advertise, transmit, or otherwise make available ponzi schemes, pyramid schemes, fraudulently charge credit cards, or pirate software.
- K. Food and drinks are not allowed near any electronic devices or workstations.
- L. There is a limit of one person per workstation. (Exceptions may be granted via library staff for homework related projects, or projects that involve a parent/child, etc.)
- M. Patrons should save all information on personal removable media (flashdrives, saving to e-mail accounts, etc.) Hard drives on library computers and laptops are automatically cleared when rebooted.
- N. Inappropriate use of the library's computers, laptops, and/or other devices for illegal and unacceptable behaviors will not be tolerated within the library. The library will take disciplinary measures including but not limited to loss of library privileges or computer use. Illegal uses of computers may also be subject to prosecution by local, state, or federal authorities.
- O. Wireless printing is available from patron devices and library equipment.

IV. Electronic Device Access

- A. Patrons with a library card may use the public computers and laptops. Patrons who do not have a library card may use a guest pass to utilize in house public computers and laptops.
- B. Computer stations in the Intermediate or Children's Area are for use by patrons aged 12 or younger. A parent or caregiver may accompany a child on the same computer.
- C. Library staff may impose daily and weekly limits on use of the internet computers in order to ensure that all patrons have convenient access to this service.
- D. While the Library respects user privacy and confidentiality, staff may monitor computer usage and may temporarily suspend computer use privileges if they observe violations of this policy.
- E. In house computers and laptops are available during regular operating hours until 15 minutes before the library closes. Unreserved computers and laptops are available on a first-come, first-served basis.
- F. Patrons are not permitted to download programs or software to the Library's computers. Library equipment, including hardware and software settings, may not be altered.



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V. Electrical Outlets and Extension Cords

- A. Electrical outlets provided outside the Mount Horeb Public Library may not be used by the public.
- B. Electrical outlets provided inside the Mount Horeb Public Library may be used to power or charge approved devices such as laptops, mobile devices, or library items checked out to patrons during the library's open hours of operation. They may not be used to power any device not related to or used for study or research purposes, or to power any other device that is not a handheld device.
- C. Electrical cords or power strips may not be draped across aisles, exit pathways, sidewalks or arranged in any manner deemed unsafe or a hazard by any library employee.
- D. Library patrons may not unplug any library equipment and may not leave any electrical equipment, cords, or power strips unattended on library property.

VI. Gaming Software and Equipment Access

- A. The gaming equipment (and its software) is available on a first-come, first-served basis.
- B. Gaming sessions are limited to 30-minute sessions if others are waiting and games cease play 30 minutes before closing.

VII. Supervising Children's Use of the Internet

- A. The public library, unlike schools, does not serve in loco parentis. The responsibility for what minors read or view online rests solely with parents or guardians. Parents or legal guardians must assume responsibility for deciding what materials are appropriate for their children and are responsible for placing restrictions on their children's access to online information. Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore online.
- B. If a child aged 15 or younger does not have a Library card, they are not allowed to log on to the computers without express permission of a legal guardian.
- C. The library will work with parents and legal guardians to block a child's computer access entirely, but the library cannot limit computer access by time, platforms, programs, or in any other selective way. Blocking access entirely only applies to in house computers (not wireless or mobile devices) and the specific library card account the parent or legal guardian identifies.
 - 1. To block a child's access, the custodial parent or legal guardian must submit a signed and dated letter to the library requesting the child's computer access be blocked. The letter must include the child's library card number.
 - 2. The block will be in effect until the custodial parent or legal guardian submits another request in writing to lift the block. The request must be signed and dated, and it must include the child's library card number.

VIII. Staff Assistance

- A. Computer and laptop use is provided with the understanding that it is primarily self-service.
- B. The Help Desk staff can provide limited assistance.

IX. Violations of Policy

- A. The following actions may be taken:
 - 1. Warnings - discussion of "Computer, Electronic Devices, and Internet Use" policy and other applicable policies.
 - 2. Suspension of some aspect of library service per the library's Code of Conduct policy. Please see the library's website to review the Code of Conduct policy.

This policy supersedes any other policies on this topic. Latest revision by the Library Board on March 28, 2024.