



Internet & Computer Usage Policy

Mission Statement for Internet Use

In response to advances in technology and the changing needs of the community, the library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the community. It is within this context that the library offers access to the Internet through network and wireless connections.

Acceptable Use

The DeWitt Community Library does not monitor and has no control over the information accessed through the Internet, and cannot be held responsible for the quality or accuracy of information found on the Internet, including information contained in electronic mail, chat rooms, and other forms of electronic communication. The Internet is a global entity with highly diverse user population. It is your responsibility to use this resource wisely.

Internet resources accessible through the Library are provided equally to all library users. All library Internet users must have a current library card. For those without a library card, visitors can request a guest pass at the library's service desk. As with all library materials, restriction of a child's access to the Internet is the responsibility of the parents or legal guardians. The library staff cannot and does not act "in loco parentis." The library encourages a parent to accompany students fourth grade and under when using the computer.

Persons are advised to use caution sending personal information such as name, address, social security number, credit card information, etc. over the Internet. Because the library's Internet is an open network, it is strongly advised that library users NOT use library wireless or public access computers to access or transmit sensitive personal information.

The library does not filter Internet access to information. Filters can block perfectly legal and useful information needed by patrons for research or assignments. Some of this information may be offensive (for example sexually explicit material) to some people.

The computers cannot be used for any fraudulent or unlawful purpose, including any activities prohibited under an applicable federal, Iowa or local laws. Unacceptable uses include, but are not limited to: accessing material that is obscene, pornographic, or "harmful to minors" (consistent with state laws and/or local standards); harassing, libeling or slandering of others; destruction of or damage to equipment, software, or data belonging to the library or other users; changing the library's set-up of software or hardware; disruption or unauthorized monitoring of electronic communications; or unauthorized copying of copyright-protected materials.

The library's Internet workstations are in public areas that are shared by patrons of all ages. Internet users are asked to refrain from accessing potentially offensive information or images. It is the user's responsibility to exercise good judgment when accessing the Internet and to be alert to any information or images that could be considered offensive to other patrons in the library. This includes electronic mail, chat rooms and other forms of electronic communication.

1 st Offense	Warning
2 nd Offense	Privileges suspended for 1 month
3 rd Offense	Privileges are revoked permanently

User sessions and/or Internet usage privileges will be suspended or revoked if these rules are not followed. In addition, illegal acts involving the library's Internet connection may be subject to prosecution by local, state, or federal authorities. The library does not release information on the use of the Internet by library users except as required by law (Patriot Act).

Staff Assistance

The library staff can offer some assistance to users of the Internet workstations. Patrons experiencing usage problems should speak with a staff member. Please do not re-boot any computer unless given permission by library staff. Circulation duties will take precedence over assisting with Internet access.

Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. We may, however, be able to offer searching suggestions and answer questions.

Time permitting, our library staff can help patrons with personal devices by drop-in or scheduled appointment.

Internet & Computer Usage Guidelines

1. Patrons are required to sign in using their library card number. Those who do not have a library card may request a guest pass at the library's service desk.
2. One person is permitted at a workstation at a time, except for a parent/guardian/custodial caregiver assisting a child. Students working on a class assignment may request permission to work in pairs.
3. Computer use time is available on both a reserved and a first come first serve basis. The standard time frame for computer use in the adult computer department is 90-minute increments. The children's computer time frame is reserved for 60-minute increments. The library reserves the right to restrict computer time if excessive reserved time by an individual prevents others from access to a computer. Reservations may be made in person or by phone. Reservations are held for 10 minutes unless otherwise notified.
4. Internet Access will be available during regular library hours. Computers will be shut down 15 minutes before closing time.
5. We provide paper for printing at \$.15 per black and white, \$1.00 for color per sheet. The charge remains the same if bringing in your own special paper.

6. All users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing. Failure to respect other patron's privacy could result in loss of computer privileges.
7. It is your responsibility to be aware of any notices concerning the copyright of information on the Website and to respect the copyright laws of the United States. The Library is not responsible for any user misuse for copyright or any other violation.
8. The Library takes no responsibility for lost data, etc. due to lost connections.
9. Patrons are responsible for maintaining up-to-date antivirus software and firewalls on their own personal devices.
10. It is the responsibility of the library patron to ensure that they have successfully logged out of all personal accounts that may have been logged into during their time using a library-owned public access computer. The library is not responsible if email, social media, etc. is accessed by another patron.
11. Patrons are responsible for their own equipment. The Library is not responsible for any lost or damaged items including laptops, notebooks, iPads, peripherals, cell phones and other equipment.
12. Printing is available through wireless access. See staff for assistance.
13. The library's wireless Internet access is open to all visitors. No password is required. If your laptop is configured to obtain an IP address automatically you should be able to connect immediately.

*****Iowa Law (Code of Iowa, Section 716A) prohibits damaging or destroying a computer or computer programs, software or systems. Also prohibited is unauthorized access. Persons attempting any such action will be prosecuted.

Board of Trustees Approved revisions and changes to this policy on the following dates: 12/2/03, 12/5/2006, 12/4/2012, 4/7/2015, 12/10/2018, and 11/4/2020