

# **COMPUTER AND INTERNET USE POLICY**

## **BICENTENNIAL LIBRARY & ROSEBUD COUNTY LIBRARY**

Bicentennial Library and Rosebud County Library provide Internet access in the form of public computer workstations and Wi-Fi for the purpose of conducting personal business, research, information, education, communication, and recreation consistent with our mission statement. There is no charge for this service other than printed copies. It is assumed that all users agree to the conditions of this policy when they begin a computer or Wi-Fi session.

### **Confidentiality and Patron Responsibility**

Bicentennial Library and Rosebud County Library uphold the right of confidentiality and privacy for all library users. Users are expected to behave responsibly, to follow the basic library rules and regulations, and to respect the privacy of others. With the understanding that Bicentennial Library and Rosebud County Library do not use filters or block websites on our public computers or Wi-Fi, Internet users must respect the public setting and be considerate of others and socially responsible. This includes leaving a site if it is inappropriate or offensive. Use of sites containing obscene content in a public setting is illegal under MCA 45-8-201 and will be reported to law enforcement.

Librarians cannot act in the place of parents or provide constant care and supervision of children as they explore the Internet or other library resources. The responsibility for what minors read or view rests with parents/guardians. It is the responsibility of parents/guardians to monitor or provide guidelines for their own children regarding Internet use and safety. Children under grade 2 (Bicentennial Library) or age 10 (Rosebud County Library) must be accompanied by a parent, guardian, or teacher.

### **Computer and Internet Use Guidelines**

1. Patrons must check in prior to using computer work stations.
2. Computers are available on a first come, first served basis unless a patron reserves a time.
3. Students will be given priority use of appropriate computer(s) during scheduled proctored tests. The libraries may have special computers set aside only for student use.
4. Patrons who require accommodations are given priority to use the appropriate workstation for their needs. Patrons who do not require accommodations may be asked to give up an accessible workstation for someone who requires an accommodation.
5. Time limits and costs for printed copies are unique to each individual library and must be paid at the front desk prior to patron receiving their copies or leaving the library.
6. The libraries recommend one person per computer. If users share a computer, their behavior must comply with normal library rules or they will be asked to move.
7. Offensive language and loud conversations are disruptive and will not be permitted.
8. Headphones must be worn any time volume is on while using public computers, library laptops/devices, or personal laptops/devices. Headphones are available at the front desk.
9. No food or drink is allowed at public computers or while using library laptops/devices.
10. Cell phone use is not permitted while using public computer workstations.
11. Patrons are expected to inform a librarian if there are any technical problems with computers.
12. Some public computers may be set to automatically shut down 15 minutes prior to closing.
13. Whether it be on a library computer/device or on a personal laptop/device, library staff will provide basic instructions and identify specific starting points for searches. Obtaining further computer instruction is the responsibility of users. Although librarians are happy to show you how to use your personal laptop/device, they are not trained or permitted to fix it.

## Unacceptable Uses

1. If patrons willfully damage library computers, they will be required to pay for necessary repairs.
2. Patrons are not allowed to download software or computer files to the hard drive. Library public computers are wiped out nightly and the libraries are not responsible for loss of data. Use of personal storage drives or CD's on library computers must be pre-approved by the librarian. Blank CD's and/or USB drives may be available for a cost from the library. The library is not responsible for damage to media or corruption of data, including that caused by mechanical malfunction resulting from a virus/spyware infection while using library computers.
3. Internet users are responsible for complying with copyright law, licensing agreements, and the policies of individual web sites that they view. The libraries take copyright infringement and illegal downloading seriously and may take appropriate measures to prevent misuse such as changing the Wi-Fi password and tracking IPs as necessary. Misuse of computer equipment or software may result in loss of computer privileges, loss of library privileges, and prosecution.
4. Patrons may not violate others' privacy, attempt to gain access to another person's files, engage in any activity that is deliberately offensive or creates an intimidating or hostile environment, send or receive illegal materials, cyberbully, participate in defamation, misrepresent themselves, or use the libraries' computers for commercial purposes.
6. Using email, chat rooms, and other forms of direct electronic communications that compromise the safety and security of minors is not permitted.
7. Disclosing or dispersing the personal information of any individual on the internet in any manner that violates Montana's laws regarding privacy and confidentiality or the United States Constitution is not permitted.
8. Participating in any form of unauthorized access to other computers, networks, or information systems is not permitted.
9. Illegal activities and those that interfere with or disrupt, the network, users, services, or equipment are prohibited. This includes, but is not limited to, changing any of the computer settings/configurations/software/hardware and any attempts to hack into the library computer system or Wi-Fi network. The libraries reserve the right to monitor public computers when a violation of policy or illegal activity is suspected. Staff is authorized to take immediate action to protect the security of computers and the network and to confiscate any removable media, require a user to leave a computer or the premises, and contact law enforcement.

**Failure to comply with this policy may result in a loss of user privileges. At the discretion of library staff, minor violations may result in a verbal or written warning. Policy violations are subject to Montana State Law and the Ordinances of the Cities of Colstrip and Forsyth.**

## Internet Safety Suggestions

1. Be a good online consumer by considering the source, date, accuracy, and safety of online information. The libraries cannot vouch for the accuracy or appropriateness of Internet sites.
2. It is inadvisable to offer identifying personal information over the Internet.
3. It is recommended that users log out of all websites, email, etc. before leaving the workstation.
4. Parents should encourage children to only use sites that they approve of and to avoid sites that they consider to be unsuitable or inappropriate.
5. Parents should provide guidelines for children on the amount of time they spend online.
6. Parents should instruct children to never give out personal information (name, address, password, telephone number, credit card number) online.