

Wautoma Public Library's Internet Use Policy

The Wautoma Public Library provides public access computers at no charge to promote computer literacy for all age groups.

1. Internet Computer Use Policy

The Wautoma Public Library establishes this Internet Policy to ensure appropriate use of internet resources within the library.

The library believes that as part of its mission to enhance the cultural, educational, informational, and recreational needs of the community, access to the internet for library users should be provided.

While the ability to access information on the internet provides a wealth of material that is personally, professionally, and culturally enriching to individuals, the internet also enables access to materials that may be offensive, disturbing, illegal, inaccurate, or incomplete.

Library staff are happy to assist you in accessing the internet and, as our experience grows, attempt to get you to the right place on the "net." The staff cannot, however, teach individual programs, but will try to get you in the right direction.

The internet is an open, worldwide communications forum. In this respect, the library cannot control or monitor material on the internet. Individuals must accept responsibility to use them in a safe and ethical manner that includes, but is not limited to, the following:

- a. Using resources for educational, informational, and recreational purposes only.
- b. Respecting the privacy of others by not pretending to be another user; by not attempting to modify, gain access to files, passwords or data belonging to others; by not seeking unauthorized access to any one computer system, or damaging/altering software components of any network or database. The cost of damage to software or hardware is the responsibility of the patron using the same.
- c. Respecting the privacy of others using public access computers at the library by not interfering with their use (may it be loud videos or disturbing images, etc.)
- d. Making only authorized copies of copyrighted or licensed software or material.
 - a. Not sending, receiving, or displaying graphics that may be obscene, or harmful to minors, as defined by law i.e.- graphic scenes of violence and/or sexual content and scenes that depict nudity.
- e. Not making unauthorized changes to the setup or configuration of the computer's software or hardware.
- f. Patrons must use their own storage device. The computers have anti-virus software, but may not completely protect users or the library from contracting a virus.
- g. Being cautious with personal information as the library's network is an unsecured one.

Violations of the Internet Use Policy and Guidelines will result in suspension or revocation of internet access privileges, and may result in denial of general library services.

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2. Internet Computer Procedures

- a. Adult patrons will receive a copy of the library's internet policies and regulations when applying for a library card.
- b. Parents or guardians of minor children will receive a copy of the library's internet policies and regulations when applying for a library card of a minor.
- c. Guests will be allowed to use the library's Internet computers after reading the library's internet policies.
- d. Children under the age of 8 must be accompanied by an adult or caregiver over the age of 13 when using an internet computer.
- e. A patron may not use the computer if they owe more than \$5 on their card unless at the discretion of a librarian.
- f. Use of the internet is on a first come, first served basis. Time slots are automatically 60 minutes. If no one else is waiting to use a computer, the session may be extended.
- g. Computer printing cost of 15¢ per page for black and white and 25¢ per page color copy may be paid at the circulation desk.
- h. Copies must be paid for when they are made. Can only be put on a library card under special circumstances.

3. Children's Use of the Internet Policy

- a. The Wautoma Public Library upholds and affirms the right and responsibility of the parent or guardian to determine and monitor the children's use of all library materials and resources, including the internet. It is the responsibility of the parent or guardian to determine what is appropriate for children under their supervision.
- b. A parent or guardian may request their minor child be denied the use of the library's internet computers. All reasonable efforts will be made to enforce the restriction, but the library cannot guarantee compliance by the child. The parent or guardian remains responsible for monitoring the child's use of the internet and other electronic resources at the library.

4. Wireless Internet Policy

The Wautoma Public Library provides a free wireless connection to its users. It is the same unsecured network and subject to the same internet policies as listed above.

Staff can only give general information about connecting your laptop or device to the internet and cannot guarantee the wireless connection will work with your device.

Printing is not available over the wireless connection.

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