

# **TECUMSEH DISTRICT LIBRARY**

## **POLICY**

**POLICY NUMBER: I – 01**

**SUBJECT: INTERNET USE**

1. The Tecumseh District Library provides reasonable, fair, and equitable access to the Internet to all users.
2. A parent or legal guardian is responsible for information accessed by their child and is encouraged to monitor their child's use of the Internet. Persons who bring in personal electronic devices (i.e. Laptops, mobile phones, or PDA's) will be expected to follow all rules for Internet Use specified herein.
3. Use of the Internet is on a first come, first served basis. Cardholders in good standing will have unlimited access. All other visitors may purchase an unlimited day pass for \$5.00.
4. The Library is not responsible for loss or damage to personal data, disk, or equipment due to computer malfunction, power outage, or virus transmission.
5. Library employees may offer search suggestions and answer general questions. In depth questions may be answered at a formal tutoring session scheduled by patron and a staff member.

### **Rules for Internet Use**

1. It is illegal to use the Library's Internet connection for any purpose that violates Federal or Michigan law.
2. A patron shall not intentionally transmit or display text or graphics which contain or depict obscene or sexually explicit matter.
3. Modifying the operating system or network configuration is forbidden.
4. Downloading programs to the hard drive is prohibited. Patrons may download or save files to a portable storage device.
5. Patrons will respect the integrity of the Library's computer systems. This includes, but is not limited to, intentionally developing programs that harass other users, infiltrating a computer system, or damaging the software components on a computer.

Approved October 21, 2014

6. Patrons will respect copyright and licensing protections to programs and data.
7. Patrons will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

### **Wireless Access Use**

Tecumseh District Library offers free wireless Internet access (WiFi) to patrons with wireless-enabled laptops or handheld devices during normal library hours. In addition to the use terms outlined in Policy I-01, the following points apply:

1. Users are responsible for configuration of their own equipment. Tecumseh District Library employees will not provide assistance for configuration or troubleshooting.
2. Audio output must be muted or directed to user provided personal headphones.
4. WiFi is less secure than a wired connection. Users are responsible for understanding the risks. Tecumseh District Library does not assure the security of data when using wireless Internet.
5. Tecumseh District Library will not be responsible for patron owned computer equipment. Wireless Internet users should be certain that their laptops and other devices are secure at all times. These items should never be left unattended in the Library, however briefly.
6. Any activity that violates Policy I-01 for Library-owned Internet and computers is also prohibited on user-owned equipment connected to Library WiFi.

### **Discipline, Complaints, and Appeals**

1. In the event of a complaint or other indication of a violation of this policy, an Internet user may be asked to exit a particular site. Prior to termination of access, a user shall have an opportunity to justify or correct the questioned activity.
2. A patron will be warned once and requested to terminate Internet access if violation of Internet use rules persist.
3. The Library Director may suspend or revoke a patron's Internet access at the Library. The patron may file a written appeal with the Tecumseh District Library Board of Trustees ("Board"). The patron must be present at the Board meeting when the appeal is discussed.
4. If it comes to the attention of the Library that the Internet is being used for illegal or criminal activity of any kind, the Library will report the activity and cooperate fully with law enforcement officials.

POLICY APPROVED/AMENDED: October 21, 2014

EFFECTIVE: December 1, 2014

PRESIDENT: \_\_\_\_\_