

# Computer and Internet Use Policy

The Shorewood Public Library is committed to providing access both to library computers connected to the Internet and to wireless Internet access for our patrons as part of our mission to support lifelong learning and help users meet their personal, recreational, educational, and professional needs.

## Computer Access

Library-provided computers may be used by anyone who holds a valid Milwaukee County Federated Library System card. Cardholders must use their own card to access library-provided computers.

Non-residents may request access via guest pass and are subject to the same guidelines as library cardholders.

Shorewood Public Library retains the right to monitor and impose time guidelines for computer use. Users may access computers for up to two hours per day. Shorewood Library staff may allow users extended computer time based on demand.

The Shorewood Public Library takes precautions to protect the privacy of computer users by enabling software that removes data between uses. No personal information is stored, and saved documents are removed upon logging out and/or shutting down the computer.

Library staff may provide assistance to patrons using library-provided workstations as time and staff knowledge permit.

## Internet Access

Shorewood Public Library does not control, limit or filter Internet access and cannot be held responsible for the content found there. Users may find inaccurate, incomplete or out of date information, and some of the materials may be offensive, disturbing or illegal.

Personal information shared on the Internet may be at risk, and communication should not be considered secure. Patrons who are transferring confidential information, such as passwords, credit card numbers, banking information, Social Security numbers, and health data, are strongly encouraged to safeguard their information.

The Library assumes no responsibility for any damages, direct or indirect, arising from use of its Internet services including Mobile HotSpots, or from its connections to other Internet services. Library users access the Internet at their own discretion. Patrons utilizing the Library's wireless network and/or Mobile HotSpots via personal devices are responsible for their own antivirus, antispyware, firewall, security, and privacy protection. Any attempt to gain unauthorized access to any computers or systems from the Library's wireless network or Mobile HotSpots is prohibited.

## Appropriate Use of the Internet and Library Computers

The Shorewood Public Library encourages behaviors that protect library property, ensure a safe and secure environment and provide a comfortable, clean, and welcoming space.

Examples of unacceptable use of the Library's computers and internet connection include, but are not limited to, the following:

- Destruction of or damage to equipment
- Altering software or hardware settings and configurations
- Attempting to gain access to passwords, files, and data belonging to others
- Pornography, lewd or obscene materials
- Material deemed "harmful to children" as defined in Wisconsin State Statutes, Sec. 948.11
- Harassment or libel of others
- Violation of U.S. copyright law
- Use of system for illegal or criminal purposes

Patrons are responsible for knowing how to configure and use their own equipment. Library staff may provide general information for connecting devices to the Internet or basic troubleshooting as time and staff knowledge allow, but are not responsible for providing technical assistance with personal devices.

As with other library materials, responsibility for children's use of computers and the Internet rests with their parent or legal guardian.

While respecting individual users' right to privacy, the Library staff reserves the right to monitor use of computer workstations to ensure compliance with this policy.

The library provides wireless internet access to all patrons using the library premises, and via Mobile Hotspots available for checkout. By choosing to use the library's internet service, whether through wireless access or otherwise, patrons agree to abide by this Policy. Failure to comply with this policy will result in loss of computer and/or library use privileges.

Adopted by Library Board on June 2, 1997

**Last Revised January 13, 2021**