

Technology Policy; Public Computers and Wireless Internet

Stephenson Memorial Library offers public access computers and 24/7 wireless access in a mixed-age public library environment to meet the information technology needs of its community. The Library does not censor/control content of information available on the internet. The computers will not contain “filters” or other devices that limit access to material. The responsibility for children’s access rest solely with the parent. The library will not serve *in loco parentis* to monitor children’s access. We encourage and support an atmosphere of personal responsibility and ethical behavior. The Library does not assume responsibility for any information transmitted or received while using Library equipment or access. All Internet users should question the validity of information originating from the internet, as they should with any information source, because not all the information is accurate, authoritative, or timely.

The Library cannot guarantee secure connections. Patrons are advised to use standard antivirus protection to prevent unauthorized access to their personal devices.

Transmission of any sensitive personal or financial information on public access computers is NOT recommended.

This policy governs internet use over our access points within range, both inside and outside the building.

It is the policy of this library to prohibit the use of its’ computers for any purpose that is prohibited by law, including the transmission of information that is libelous, that infringes any copyright, violates any applicable licensing agreement, or is intended to harass, intimidate, threaten, or defraud. Further, if any offensive or adult content material (digital or print) is left behind, it will be documented and used as grounds for a minimum 30-day suspension of all library privileges.

Misuse or abuse of library resources may result in immediate suspension of library privileges without warning. Privileges may only be reinstated by scheduling an appointment for review with the Library’s Board of trustees in writing. Willful and malicious damage to equipment will result in suspension of library services and/or prosecution of criminal charges [RSA 202-A:24].

All patrons, including non-Greenfield residents, are allowed to use Library technology according to and for as long as they abide by the parameters set in this policy. The Librarian reserves the right to end a patron’s Internet session at any time, for reasons such as policy enforcement or computer repairs.

Responsible, ethical use of these resources includes the following:

- Using resources for educational, informational and recreational purposes only, not for unauthorized, illegal or unethical purposes.

- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system; or damaging or altering software components of any network or database.
- Respecting the privacy of others using these resources by not interfering with their use.
- Making only authorized copies of copyrighted or licensed software or data.
- Patrons are responsible for damage to library hardware or software due to inappropriate actions or inaction while using the computers. Fees will be assessed and charged to the patron for required repairs or replacement.
- The library is not responsible for any damage to patron data that is being accessed with library equipment plugged into outlets or USB ports, or connected to the library's public wifi.
- Children below the age of 10 MUST be accompanied by an adult or guardian when using computers.
- 25 cents per sheet for printing and copying, Not currently available to wireless users.
- Patrons may not turn off computers
- Electrical outlets for patron laptops are available at designated places in the reading room. Patrons must ensure that their use of these outlets does not pose a tripping hazard.
- Patrons may charge, via USB, personal devices like cell phones, mp3 players and tablets at public computer stations, provided they a) are logged into the computer, and b) attend to their device. Patrons looking for an electrical outlet must use the outlets set aside for laptops (see above).
- No more than two people may work at a station at any one time.
- Sessions may be limited if patrons are waiting. Courtesy is expected and appreciated.
- Viewing and printing access is provided for educational and research purposes. Other uses may be in violation of Federal and State laws and the user will be held accountable for his/her actions.
- Library staff cannot provide in-depth training or trouble-shooting concerning Internet, Social Media or personal devices. However, the staff may be able to offer searching suggestions and answer general questions or referrals to local training resources.
- The Library reserves the right to ask users to refrain from displaying computer images that are inappropriate for public viewing.

Adopted April 2012; revised June 12, 2013