Computer and Internet Usage Policy

The Sycamore Public Library provides access to public computers and Wi-Fi as part of our mission: to offer a safe, comfortable place to encourage curiosity and foster imagination. While the Internet can be used for a variety of purposes, the Library actively supports only those functions that relate to its mission and services. With the exception of the Library's website, all of the information found on the Internet has been generated outside the Library. Some Internet sites may contain inaccurate, incomplete, outdated, unsecured, offensive and/or controversial material. All Internet resources accessible through the Library are provided unfiltered and equally to all users, with the understanding that it is the user's responsibility to demonstrate good judgment, respect for others, and appropriate conduct while using Library resources. All rights and responsibilities of Internet access pertain both to Library equipment and that owned by the users of the Library's network.

Rules of Conduct- User Responsibilities

Internet access may be used only for acceptable purposes. Examples of illegal and/or unacceptable use include, but are not limited to, the following:

- Threats of violence/endangerment of others, obscenity, pornography, child pornography, gambling, illegal activity, and harassing communications as defined by law.
- Violation of copyright laws
- Violation of software license agreements
- Intentional propagation of computer viruses
- Attempting to change or changing Library computer equipment, software settings, or files belonging to the Library, other users, or external networks and web sites
- Attempting or assisting unauthorized access to any library computer system or other networks or devices.
- Damaging the Library's computer system or data.
- Deliberately accessing obscene materials and/or websites.
- Attempting to access materials which by local community standards would be considered obscene.

Rules of Conduct- Other Information

The Library does not guarantee the privacy of any Internet station or Wi-Fi access point, nor is it responsible for the security of information transmitted and received on the Library's network. The Library assumes no responsibility for damage, theft, or loss of any kind to personal information, equipment, software, or data files. The Library does not filter access to the Internet, and it is the responsibility of all parents/ guardians to monitor and supervise their children's behavior and use of the Internet. Other responsibilities include but are not limited to, the following:

- Users are discouraged from providing personal or financial information over the Internet.

- Two users, by mutual agreement, may share one terminal if their behavior and conversation do not disturb other users or library staff
- Users must respect the privacy of other users.
- Users must end Internet or computer access when asked to do so by authorized library staff due to a violation of this policy. Other suspensions of privilege may occur, including access to Library property, consistent with the *Patron Rights and Responsibilities Policy*.
- Adults may use computers in the Youth Services department only if they are accompanied by a child and if the station is not needed by a child. If a child is in need, the adult will be asked to move to general computer in the Adult Services Department.
- Public Computer Stations may be capped at 2 hours if another patron is in need of the station.

The Library reserves the right to monitor computer and Internet use to ensure compliance with Library policies, and to classify any action, access, or operation on the Internet as inappropriate. The number and length of access sessions available per day, per user, and reservation procedures on Library equipment may be established or modified by the librarian in charge as needs require.

The Sycamore Public Library expressly disclaims any liability or responsibility from access to our network or use of information obtained through its electronic information systems, or any consequences thereof. The Library's Wi-Fi signal should be considered unsecured. Users bear all responsibility for protecting their own devices.

Violations of the terms of this policy may result in Internet privileges being suspended or revoked, and may include contacting law enforcement authorities and/or legal action if determined appropriate. Future Internet use privileges and/or other Library privileges may be modified and/or suspended in their entirety at the discretion of the Library Director, Library Board of Trustees, or their designee.