

SUN PRAIRIE PUBLIC LIBRARY

INTERNET & COMPUTER POLICY

I. Purpose

This policy is to ensure that computer resources are used in a responsible manner and that the rules and regulations cited below apply.

II. Disclaimer

- A.** The library does not monitor, has no control over, and does not accept responsibility for material on the Internet. The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.
- B.** Users use library computers at their own risk, realizing that they may encounter material they find offensive. This policy applies to in-house computers as well as wireless devices.
- C.** The responsibility for what minors read or view on the Internet rests with parents or guardians. The library does not use Internet filters (Appendix I).
- D.** Users should be aware unsaved data or documents may be lost. Users must provide their own means of saving data and documents.

III. Using Library Computers

- A.** Users must use their own valid library card to access the Internet.
- B.** Guest passes for internet access may be issued for short-term use or for non-residents at the discretion of library staff.
- C.** Internet computer use is limited to two hours per day per user. Patrons in the Computer Lab may be offered additional time if no one is waiting to use a station. All library computer use ends at 15 minutes before closing. Rental laptops must be turned in 15 minutes prior to closing.
- D.** The library may need to enforce shorter computer usage times if regular library operations are impacted.
- E.** Children under 8 must be accompanied by a caregiver to use the Internet.
- F.** Library computers are part of the South Central Library System network and are not equipped to install outside software.

IV. Unacceptable Internet, Computer and Technology Use

- A.** Use of library Internet and computer access must be legal. Illegal or unacceptable uses include, but are not limited to the following:
 - 1.** Any and all forms of bullying, slander, or harassment.
 - 2.** Violating other users' privacy or gaining access to other's data.
 - 3.** Violating copyright laws or software licensing agreements.
 - 4.** Exposing children to harmful materials: This policy presumes that children are always present in all areas of the library (Appendix II).
 - 5.** Obstructing other people's work by overuse of system resources.
 - 6.** Hacking or attempting to crash, degrade performance of, or gain access to unauthorized systems or networks, including the systems and networks of the library.

7. Modifying or damaging equipment, software, or data belonging to the library or other users.
8. Using another patron's library card or misrepresenting oneself as another user.
9. Power cords must not obstruct walkways.

B. The Sun Prairie Police Department may be contacted to assist staff in dealing with unacceptable or illegal computer use.

V. Consequences of Policy Violation

- A. First infraction will result in a warning that loss of library privileges may result.
- B. Second infraction may result in a loss of library privileges of up to one month.
- C. Third infraction or continuous repeat infractions may result in a loss of library privileges for not less than one month or more than a year.
- D. Any person who enters or remains on the library premises after losing their library privileges may be reported to the Sun Prairie Police Department for removal.
- E. Library staff will make every attempt to deescalate situations by: 1) providing staff training to learn positive de-escalation techniques, 2) connecting patrons and residents in need to appropriate community organizations for assistance, 3) police intervention is a last strategy when patron and staff safety is a concern.

Adopted: February 10, 2000

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Appendix I: Child Safety on the Information Highway -- <http://www.safekids.com/child-safety-on-the-information-highway/>

Appendix II: WI Statutes Sec. 948.11, among other things, makes it a crime to expose children to pictures or images of nudity, sexually explicit conduct, or physical torture or brutality that appeal to the prurient, shameful or morbid interests of children, are patently offensive to prevailing adult standards regarding materials suitable for children, or lack serious literary, artistic, political, scientific or educational value for children.

<https://docs.legis.wisconsin.gov/statutes/statutes/948/11>