

PLYMOUTH PUBLIC LIBRARY

Policy Title: Internet Use Policy (Includes Public Computers and WIFI)	Original Effective Date: 8/1998 Date of Last Revision: 9/2020
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Policy:

1. Public computer access is available for use by a person who is ten years of age or older, provided they have a valid library card within the Monarch Library System. The library card or photo identification must be presented at the time of use. If the user is a visitor in the community, a valid form of identification is required for internet use. Users may not represent themselves as another person.
2. Unsecured wireless internet access is available for use with personal devices such as laptops, tablets, and smartphones.
3. No more than two (2) persons shall be allowed at a public computer terminal at one time. This includes any person observing the user.
4. Internet access is available on a walk-in basis.
5. Internet use is managed using time-vending software to allow for the most equitable use of computers as possible. The amount of time allotted to users is subject to change.
6. Files cannot be saved to library computers. If you would like to save a file you will need to use a USB drive, email address, or other online service. All files saved to computers will be removed after the session is ended and cannot be recovered.
7. Use of the internet is for LAWFUL purposes only. Unacceptable use includes, but is not limited to:
  - a. Inappropriate graphic displays for a public and open environment.
  - b. Use of sounds or visuals which might be disruptive to others.
  - c. Destruction of or damage to equipment, software or data belonging to the library.
  - d. Purposes contrary to local, state, or federal laws (includes copyright laws, hacking).
  - e. Unethical standards violating the ethics codes of the library and/or the City of Plymouth.
  - f. Unauthorized disclosure, use and dissemination of personal identification information regarding minors.
  - g. Materials harmful to minors.
8. The Library uses Internet filtering software on the public computers in order to block viruses, malware, and illegal content. The Library recognizes that no filter will eliminate all offensive and controversial sites and assumes no responsibility for filter failure. As with other library materials, it is the responsibility of the child's parent or guardian to monitor and supervise their child's use of the Internet. The Plymouth Public Library is not responsible for the intentional or inadvertent exposure of children or adults to offensive material accessed by themselves or others on the internet.
9. Misuse or abuse of equipment or attempts to change or modify settings will result in the termination of internet access privileges. It should be noted that illegal acts involving library computing resources shall also be referred for prosecution by local, state, or federal authorities. Library staff retain the right to discontinue the use by any person who is abusing the privileges of internet access.

10. The Plymouth Public Library

- a. Assumes no responsibility for damages, direct or indirect, to a user arising from the use of the library's internet connection.
  - b. Does not endorse the viewpoints of written material found in print or electronically, as selection policies cannot be applied to material accessed electronically.
  - c. Recognizes that safe use of the internet by children is the responsibility of the child's parent or guardian.
  - d. Will not allow personal computer software applications on its terminals.
11. Although virus-checking software is utilized, this does not guarantee complete protection from viruses. Downloaded materials from the internet may contain a virus and users are encouraged to have virus-checking software on their own personal computers.
12. The library cannot guarantee speed or quality of the connection. The library cannot guarantee that internet service will be available at a specific time. The library is not responsible for outages or other network maintenance that is out of the library's control.

For the purposes of this documents, the terms "inappropriate for minors" and "harmful to minors" will follow federal and state guidelines for these terms, some of which are found in the language in #7 above.