PUBLIC COMPUTER USE POLICY

POLICY

The Highwood Public Library provides free access to the Internet and selected software applications to the public via public computer workstations.

The library offers public computers in various locations:

- **Adult Computer** workstations are available for use by adults 18 years of age and above, and are allotted for 90 minutes for each session.
- **Youth Computer** workstations are available for users in grades 6-12, and are allotted for 90 minutes for each session.
- **Children Computer** workstations are available for users in grade 5 and under, and are allotted for 90 minutes for each session. Users five years of age and under are required to have adult supervision while using a computer or accessing the internet.

COMPUTER USE

- Computers are available on a first-come-first-served basis to all patrons holding a valid library card or guest-pass.
- Patrons cannot view obscene content, nor can they use the public work stations for illegal or criminal purposes.
- All computers will logout after 10 minutes of inactivity and 5 minutes before the library closes.

APPROPRIATE USE

Users of library provided public computers are responsible for conducting themselves in a legal and responsible manner.

Examples of Illegal use include, but are not limited to:

- Violating an existing State or Federal law
- Attempting unauthorized access to any computer systems inside or outside the network
- Unlawful communications, such as child pornography and threats of violence
- Intentional distribution of malicious computer software including viruses and malware
- Attempting to obtain or disclose private/personal information of another user

PRIVACY AND SECURITY

The Highwood Public Library does not collect or maintain records that could compromise the privacy of computer users. Electronic communication, by its nature though, may not be secure and

users should not assume any level of privacy while using this service. Each user should exercise caution when accessing the internet and transmitting and/or receiving data.

While the library strives to provide safe internet access for the public we cannot guarantee any level of security for our users.

POLICY ENFORCEMENT

Any user who is found to be in violation of the Public Computer Use policy or Wireless Internet Agreement is considered in violation of the Patron Behavior Policy. Internet access and use of other library resources may be suspended for a specific time period.

Users who perform illegal activities while connected to the wireless network may also be subject to prosecution from the appropriate authorities.

DISCLAIMER

The Library is not responsible for damage to any removable drive (i.e. CD or flash drive) or loss of data that may occur due to malfunctioning hardware or software.

The Library is not responsible for any computer viruses that may be transferred to or from user storage devices. The library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure or network interruptions. Users wishing to save files they have created must back them up to USB drives or personal internet based accounts. All created files will be wiped clean after a session ends.

The Library assumes no responsibility for any damage to Library users' personal devices, software, files, and/or equipment. Tampering with Library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.

Approved: December 17, 2019