

# Computer & Internet Policy

Reviewed by & Approved by: Board of Trustees

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Revision:

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The Meeker Regional Library District (the “**District**”) provides public computers and wireless internet access to all Meeker Public Library (the “**Library**”) patrons.

The District is not responsible for the content, timeliness, accuracy, or quality of information on the internet, direct or indirect damages patrons may incur as a result of using the public computers or internet access or the ability of person equipment to connect to the Library’s network.

Library staff may provide computer assistance as time and their computer knowledge permit, but cannot provide in-depth instruction or technical support for personal devices.

## **Internet Use by Minors**

The Library does not act in *loco parentis* (i.e. in the place or role of parent or caregiver). Parents and guardians, not the Library or its staff, are solely responsible for their minor children’s access to the internet. Minors wishing to use Library computers independently must have documented parental permission on file, as shown on their Library card or their parent’s card. Authorized minors using Library devices alone must sign in with their name and time of use. If accompanied by a parent or guardian, sign-in is not required.

## **Internet Filtering and Legal Compliance**

The District complies with all applicable state and federal laws, including the Children’s Internet Protection Act (“**CIPA**”) and Colorado Library Law (C.R.S. § 24-90-601 *et seq.*), which require the use of internet filters. It is the policy of the District to (a) prevent patron access over its computer network to, or transmission of, inappropriate material via the internet, electronic mail, chat rooms or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; and (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors. As required by CIPA, the District blocks or filters internet access to visual depictions of obscene materials, pornography, and/or any other material harmful to minors. Patrons should be aware that internet filters are inherently imprecise and flawed and may not block information that some individuals may consider objectionable, offensive, inaccurate, or inappropriate. Additionally, these filters may limit access to websites that have legitimate research value. The District does not assume any responsibility for the accuracy of its internet filters, and patrons should not treat internet filters as a substitute for individual judgment and/or parental involvement and oversight.

## **Monitoring and Acceptable Use**

The Library reserves the right to monitor all activity on Library-owned devices. All patrons must comply with applicable federal and state laws. The following are strictly prohibited and may result in suspension or loss of privileges, removal from the Library, or criminal prosecution:

- Using computer devices to display sexually explicit images that might be considered offensive to others.
- Using computer devices to access, display, transmit, or disseminate obscene materials (Colorado Revised Statutes § 18-7-101) or child pornography (U.S. Code, Title 18, Section 2256; C.R.S. § 18-6403; C.R.S. § 18-7-502).
- Using the internet to transmit intimidating, sexually offensive, or harassing messages.
- Unauthorized disclosure, use, or dissemination of personal information regarding minors.
- Gaining unauthorized access to another person's files or attempting unauthorized entry to networks.
- Using another person's Library card to access computers or other devices.
- Attempting to alter or damage computer equipment, software configurations, or files belonging to the Library, other patrons, or external networks.
- Installing software on computer devices or running programs that have not been installed by the Library.
- Violating copyright laws or software license agreements.
- Falsification of one's age to gain access to internet sites.
- Violating the legal protections provided by copyright and licenses to any computer program or database.

Library contact information (including staff phone numbers or emails) may not be used to register patrons for online accounts, newsletters, or similar services.

### **General Computer Use Guidelines**

- **File Storage:** Patrons may not store personal files on Library devices.
- **Audio Use:** Headphones are required when using sound. Headphones are available for purchase at the front desk for \$1.50.
- **Occupancy:** A maximum of two patrons may share a computer station.
- **Time Limits:** Computer sessions are limited to 30 minutes when others are waiting.
- **Closing Procedures:** Computer use must not interfere with Library operations, including closing time.
- **Patron Standing:** The Library may restrict computer access for patrons in violation of District policies, law or at the discretion of the Library staff.
- **Behavior:** Disruptive behavior is not permitted. Staff may ask disruptive patrons to leave the computer area or the Library for the remainder of the day, or longer depending on the circumstances.

### **Liability Disclaimer**

Patrons use Library computers and networks at their own risk. The Library cannot guarantee the security or confidentiality of any internet transactions and cannot be held responsible for any

financial losses or consequences that might occur through patrons' activities conducted over the Internet. The Library assumes no responsibility for any loss or damage to patrons' devices, data, or media or for any personal damage or injury incurred as a result of using the Library's internet or computer resources.

### **Confidentiality and Privacy**

The Library complies with the Colorado Privacy of Patron Records Law (C.R.S. § 24-90-119) and all other applicable privacy statutes.

- The Library does not routinely retain records of websites visited, passwords, or patron data.
- It is standard practice to erase patron session data except as needed for administrative operations.
- Records, including those related to internet use, will only be released as required by law.

### **Restriction or Suspension of Library Access**

Violations of any part of this Policy may result in the loss of Library privileges, including restricted access or suspension from Library facilities and/or restricted access or suspension from Library computers and/or network. Patrons will be held responsible for any damage to hardware, software, data, furniture or equipment. Illegal acts involving Library resources may also be subject to prosecution by local, state, or federal authorities. Patrons banned from the use of the network and/or computers may appeal the ban in writing to the District's Board of Trustees.