

## Internet Access and Use Policy Revised July 28, 2020

As part of its mission to provide a broad range of information in a variety of formats, the Wethersfield Library provides computing resources to allow public access to the Internet and other electronic resources. The Library is committed to the principles of intellectual freedom and the freedom to access information. The purpose of this policy is to insure the best use of and access to the Internet for the greatest number of users.

**As the Library's Internet workstations are in public areas and are shared by people of all ages, all patrons will refrain from accessing potentially offensive information or images.**

**The Library reserves the right to monitor computer use when a violation of this policy is suspected or reported. Staff is authorized to take immediate action to protect the security of all computers and the network or to enforce any part of this policy. This includes confiscating disks, requiring a user to leave a computer or the premises, and contacting law enforcement authorities. In addition, access to Library computers may be denied on a temporary or permanent basis, at the discretion of the Library Director.**

All Internet resources accessible through the Library are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using Library resources and facilities.

All Library computers are unfiltered. The supervision of minor children's use of Library computers and access to the Internet is the sole responsibility of the parent(s) or guardian(s).

Internet computers will not be used for illegal activity, to access illegal materials, or to access web pages or sites that contain materials defined in the Connecticut General Statutes as "obscene" (Section 53a-193\*) or which would likely "impair the health or morals" of a child under sixteen (Sec. 53-21\*). Library staff may immediately terminate the Internet session of any individual engaging in these activities. Users must also honor copyright law protection of software, books, articles and other electronic files or information, as well as electronic licensing agreements.

In keeping with its policy on Patron Confidentiality (and Connecticut General Statute Section 11-25\*), the Library shall take reasonable steps to protect the confidentiality of records, electronic or otherwise, that identify individual users and link them to search strategies, sites accessed, or other specific data about the information they retrieved or sought to retrieve. However, all users who release personal information, including personally identifying information, credit card, or bank account numbers, etc. do so at their own risk.

In general, the use of the Library's computers is on a first-come, first-served basis. Use of each computer is limited to one person at each station. Exceptions are at the discretion of Library staff. Users may sign up for one (1) one-hour session daily. Additional usage is at the discretion of Library staff and will depend on current demand for computing resources. Computers will be assigned at the discretion of the staff. Computer availability ends at 15 minutes before closing and staff will begin to shut down computers at that time. The Library Director is authorized to implement other reasonable restrictions as to the use of the Library's computers and/or the Library's network.

Installation, downloading or modification of software by Library customers is prohibited. Downloading of files to the hard drives is prohibited. Users may download files to a removable storage device. The Library has storage devices available for sale. The Library assumes no responsibility for loss or damage to the user's data or removable storage device nor for any damage to the individual's home computer related to data downloaded or saved through the Library's computers. The Library maintains virus protection on all its Internet computers; however, users are responsible for assuring that their data is free from infection or corruption by maintaining virus protection on their own computers.

Users will not make any attempt to gain unauthorized access to (or "hack") restricted files or networks of the library computer system or any other computer system, or to mishandle, damage or otherwise modify computer equipment or software. Activities that interfere with or disrupt the network users, services or equipment are prohibited, including interfering with system operation, integrity or security. Users may not connect their personal computers directly to the Library's hardwired computer lines. The Library provides wireless access to the Internet, which is available to all customers (within the range of transmission) having their own personal computers. Misuse of the hardware, software or Internet access will result in loss of computer access. Users will be held criminally and financially liable for any damage to library equipment or systems resulting from that user's actions.

Users must respect the privacy of others. Users shall not intentionally obtain copies or modify files, passwords, or data that belong to the Library or its customers. Users may not develop or use programs that harass others. Users will refrain from attempting to view or read material being viewed by others.

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