



## COMPUTER AND INTERNET USE POLICY

### Purpose

A goal of the Fitchburg Public Library is to allow community members to connect to the vast collection of electronic information both in and outside the Library. As such, the Library provides free access to computers and the Internet. This policy applies to all computers that access the Internet on the Fitchburg Public Library's network, i.e., both library-owned and personal equipment.

### Disclaimer

Information on the Internet is provided by a multitude of sources. Provision of access by the Library does not constitute endorsement of the ideas or information found on the Internet. Library staff cannot guarantee the accuracy, quality or timeliness of the information found online. Information found on the Internet falls outside the scope of the Library's [Collection Management Policy](#). 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.

### Computer and Internet Use

Parents and guardians are responsible for monitoring Internet use for their children aged 15 or younger. The Library and its staff are not responsible for material encountered online. If a child aged 15 or younger does not have their Library card number with them, they are not allowed to log on to the computers without the express permission of a legal guardian.

Patrons agree to abide by all applicable federal, state and local laws while using the Library's equipment. Illegal, unauthorized, and unethical uses may result in forfeiture of Library privileges.

Such uses include, but are not limited to:

- Display of pornographic or sexually explicit content
- Illegal activity including downloading or copying of copyrighted or licensed materials
- Harassing, libeling or slandering another person

- Attempting to gain unauthorized access to computer systems and networks
- Damaging Library computers or software
- Violating the privacy of another by interfering with their use of the Library's computers

Patrons are not permitted to download programs or software to the Library's computers. Library equipment, including hardware and software settings, may not be altered without permission from Library staff. Saving documents or other work to Library computers is prohibited. Patrons must save work using a flash drive, optical disc, or other external storage media.

Food is prohibited in the Technology Center.

A valid South Central Library System card or photo ID is required to reserve and access public computers.

Library staff may impose time limits, or limitations on type of use. While the Library respects user privacy and confidentiality, staff may monitor computer usage and may temporarily suspend computer use privileges if they observe violations of this policy.

Computer stations in the Children's Library are for use by patrons aged 12 or younger, and computer stations in the Teen Library are for use by patrons ages 13 – 18. A parent or caregiver may accompany a child on the same computer.

Priority is given to Library staff for class or program use.

*Approved by the Fitchburg Public Library Board June 19, 2019.*