

COMPUTER AND INTERNET USE POLICY

By using a Bunker Hill Public Library District public access computer, or wireless connection, you agree to comply with all applicable municipal, Illinois, and Federal laws, as well as all library policies. The Library reserves the right to limit, refuse, and/or revoke patrons' library computer privileges. The Bunker Hill Public Library District's Internet Use Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies.

Parents and guardians, NOT the library or its staff, are responsible for Internet information or sites selected and/or accessed by their children. Parental supervision of children using the Internet is advised; a parent or responsible adult must supervise children under age 8.

The Bunker Hill Public Library District provides filtered/unsecured wireless access network for users with wireless electronic devices. Use of the Bunker Hill Public Library District wireless network is entirely at the risk of the user. The library assumes no responsibility for the safety of equipment or device configurations, security, or data files resulting from connection to the library's wireless network or the Internet, or liability for any consequent damage to hardware, software or data.

The Bunker Hill Public Library District is not responsible for the content, accuracy, or quality of any material accessed through the Internet. The Library is not liable for direct or indirect damages users may incur as a result of using the public computers or accessing Internet.

If a user experiences problems connecting to a wireless access point, staff will verify that the library's wireless access network is operational, but staff are not trained to configure or troubleshoot wireless electronic devices.

REQUIREMENTS

- Patrons are not required to have a library card.
- Patrons must agree to the *Internet Use Contract* before gaining internet access. Users under 18 must have parent's signature on *Internet Use Contract*.
- Children age 8 years and younger may access the internet only when accompanied at all times by a responsible adult.

TIME LIMITS

- Use of computers is on a first-come first-serve basis.
- The Bunker Hill Public Library District only has 6 patron computers, therefore the Library reserves the right to limit the use of the patron computers to 120 minutes per 24 hours if necessary.

DOWNLOADING

- Users may download files to a portable storage device, or email it to themselves.
- No information should be saved to the computer's hard drive.
- When the internet browser has been closed, all information entered into that browser is deleted, including a history of sites visited.
- Computers are wiped clean of files at the close of business each day.
- The Library is not responsible for any loss or damage to personal materials or information.

PRINTING

- The copier serves as a printer for all patron computers.
- Users are charged the current copy fee for all printouts, ***even pages printed by mistake.***
- Use of the “Print Preview” feature is recommended before printing.
- Librarians will be available to assist if needed.
- Copies/Prints left behind will be charged to patron account.
- Refunds will only be issued in the case of a printer or computer malfunction and only at Librarian’s discretion.

ASSISTANCE

- Bunker Hill Public Library District staff may provide assistance to patrons (as time permits) in basic computer skills.
- Library staff will not provide instruction in the use of implementation of specific computer programs or websites or help you type a resume or fill out job applications.
- One-on-One assistance is available with the Director by appointment only.

PRIVACY

The internet, the Library, and its computers are all considered “public”. Patrons should have no expectation of privacy, as all patron computers are in view of other patrons and library staff. Users are responsible for the protection of their own information. The Library may not be held responsible for any outcomes resulting from using the Internet or using information found on the Internet. The Library may not be held responsible for the content of any site accessed on the Internet.

Users are expected to be courteous of other computer and library users and refrain from any activities that may interfere with another person’s computer and library use.

PROHIBITED ACTIONS

The following action are prohibited:

- Damaging or attempting to damage computer equipment – removing headphone jack extension from the back of the computer and replacing it with personal headphones.
- Attempting to alter hardware or software configurations in a malicious manner. If configurations must be changed, ask permission of library staff.
- Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
- Sharing information about others of a personal nature (name, address, phone number, social security number, etc.)
- Using library computers for any illegal activity, including violation of copyright or other rights of third parties. Users will be responsible for the knowledge of all applicable federal, state, and local laws for which they may be held in violation.
- Displaying text or graphics which are obscene, inappropriate, or which may reasonably be construed by library staff as offensive or threatening to the public.
- ***You may not intentionally view any materials deemed as pornographic. If you are found on anything deemed as pornographic material, your computer privileges will be revoked for 6 (six) months from the date of the incident.***