

## **HALF HOLLOW HILLS COMMUNITY LIBRARY**

### **COMPUTER AND INTERNET USE POLICY**

#### **I. Purpose**

The Library provides access to computers, Internet, and wireless networks to support educational, informational, and recreational use. These resources advance the Library's mission to encourage the free pursuit and exchange of knowledge, experience, and opinion.

#### **II. User Responsibility**

Users are responsible for appropriate, lawful, and responsible use of Library technology resources. The Internet is an unregulated information source that may contain inaccurate, outdated, offensive, or inappropriate content. Users access the Internet at their own risk and must evaluate information critically.

Users must comply with all local, State, and federal laws, including copyright, intellectual property, and obscenity laws. The Library is not liable for content accessed on the Internet, or for damages, data loss, or privacy breaches resulting from its use.

#### **III. Internet Safety and Legal Compliance**

In compliance with the Children's Internet Protection Act (CIPA) and the Protecting Children in the 21st Century Act, the Library uses content filtering technology to:

- Block or filter visual depictions of material deemed obscene, child pornography, or harmful to minors.
- Prevent unauthorized access, hacking, and other unlawful online activity.
- Prevent the unauthorized disclosure or use of minors' personal information.

Filtering may be disabled for adults engaged in lawful research upon request, and minimized for minors under direct staff supervision for bona fide research or other lawful purposes. Filtering software is not infallible and may inadvertently block or fail to block certain material; the Library assumes no liability for such occurrences.

#### **IV. Access by Minors**

Parents and legal guardians are solely responsible for monitoring and guiding their child's use of Library computers and Internet access. The Library does not act *in loco parentis* and does not determine what material is suitable for individual minors.

Children's computers are located in the Children's Room, and computers for students in grades 6–12 are located in the Teen Area. Guest users under 18 are limited to filtered/restricted access. The Library encourages parents to establish clear guidelines and to discuss the risks of unsafe or inappropriate online behavior, including disclosing personal information, engaging with strangers, or accessing harmful content.

## **V. Rules of Use**

Use of Library computers or networks (wired or wireless) implies acceptance of this Policy.

### **A) General Rules of Access**

- Public computers are available on a first-come, first-served basis. Users are limited to 90 minutes of total usage per 24-hour day.
- Printing from Library and personal devices is available; fees are posted at print stations.
- All computers and copiers shut down 15 minutes before closing; users receive an automatic alert 10 minutes prior.
- Audio may not be played without wired headphones or earbuds.
- Public computers are for individual use; two users may share a station only if it does not disturb others.

### **B) Prohibited Conduct**

Users may not:

- Engage in any illegal activity or violate copyright, trade secret, or other intellectual property rights.
- Display or transmit obscene, sexually explicit, threatening, harassing, or discriminatory material.
- Misrepresent their identity or attempt to access unauthorized files, systems, or data.
- Damage, tamper, or interfere with Library equipment, software, or network security.
- Install software, malicious code, or alter hardware configurations.
- Operate servers, upload data for external Internet use, or conduct commercial or for-profit activity.
- Interfere with other users or disrupt the quiet use of the Library.

## **VI. Wireless Access**

The Library provides wireless Internet access as a courtesy. The wireless network is **not secure**, and transmitted data may be intercepted. Users assume all risks associated with Wi-Fi use and agree to hold the Library harmless for any data loss, equipment damage, or compromised information. Staff are not authorized to configure or troubleshoot patron devices, and the Library does not guarantee compatibility with all equipment.

## **VII. Privacy and Confidentiality**

While the Library respects user privacy, patrons should not expect confidentiality when using public computers or the wireless network. Screens and printouts may be visible to others.

The Library does not guarantee the security or confidentiality of any information transmitted or stored using its technology resources. The Library may monitor or disclose limited usage data only as required by law, pursuant to subpoena or court order, or as necessary to ensure network integrity or compliance with Library policy.

Consistent with Education Law § 4509, the Library will not disclose personally identifying Library records except as required by law.

### **VIII. Intellectual Freedom and Access to Information**

The Library adheres to the principles of intellectual freedom as articulated by the American Library Association, including the *Library Bill of Rights* and the *Freedom to Read Statement*. The Library attempts to uphold every patron's right to access lawful information and ideas.

All users must also comply with the Library's Use of Library Facilities Policy.

### **IX. Enforcement and Appeals**

Violations of this Policy may result in termination of a computer session, suspension of Internet privileges, or other sanctions consistent with the Library's Facilities Policy and/or Code of Conduct.

Library staff may terminate a session if a user violates this Policy, or any other Library Policy. A user who disputes a determination may appeal in writing to the Library Board of Trustees within fifteen (15) days. The appeal must include the material or website address at issue and the user's contact information. The Board will review the appeal at its next regularly scheduled meeting and determine whether the content is prohibited under this Policy. The Board's determination shall be final.

The Board may enter executive session to review materials deemed obscene or harmful to minors, consistent with the Open Meetings Law.

### **X. Policy Review**

This Policy shall be reviewed by the Library Director and the Board of Trustees at least once every three years. The Board of Trustees reserves the right to amend this Policy at any time. Continued use of Library technology resources constitutes acceptance of the current Policy.

Approved by Board 10/21/25