



ALGANSEE • BRONSON • COLDWATER • QUINCY • SHERWOOD • UNION TWP.

# COMPUTER AND INTERNET ACCEPTABLE USE POLICY

Adopted: June 21, 2004

Last Revised: July 19, 2021

## Reason for Policy

The Branch District Library (BDL or "Library") makes Internet access available so that users within its service area can use the educational, informational, and cultural resources of the World Wide Web. Access is a privilege, not a right, and requires users to be civil, courteous, and lawful.

## Sign-In

Users must sign in before using a public Internet-access computer. Users will be allowed a limited amount of time each day to use the computers and must stop using the computer immediately upon completion of their session.

## Internet Filtering

Internet access at the Branch District Library System is restricted through the use of filtering software. The Children's Internet Protection Act (CIPA) and the Michigan Library Privacy Act (Act 455 of 1982) require that all Internet-accessible computers at the Library be restricted from viewing materials that are obscene or harmful to minors.

Internet content filters are fallible. If patrons feel that a particular site is inappropriately blocked, they may request Library Staff to unblock said site. At that time Library Staff will,



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within reasonable time and workload limits, examine the site in question and make the determination if it should remain blocked or be unblocked, according to the standards set forth by CIPA and the [Michigan Library Privacy Act](#).

Adults, defined by CIPA as persons aged 17 and older, may request to have access to an unfiltered device, "to enable access to bona fide research or other lawful purposes." However, adults are still not allowed to display restricted materials within view of minors.

## **Privacy**

When using a library computer, complete privacy cannot be guaranteed. Users are cautioned that the Library's Internet-accessible computers are located in public areas, which must be shared by users of all ages, backgrounds, and sensibilities. Users are asked to consider this and to respect the sensibilities of others when accessing potentially offensive information and images.

Due to the open nature of the Internet, all transactions, files, and communications are vulnerable to unauthorized access and use, and therefore, should be considered public. Users are advised not to disclose personal information, such as Social Security numbers, addresses, telephone numbers, etc., over the Internet. To further help protect patron privacy, staff are unable to assist patrons in filling out online forms.

The Library does not keep a record of who uses our computers, only an anonymous usage count. The Library uses security software to purge all personal information and activity performed on each computer at the end of each patron session: browsing histories, files downloaded or created, etc., are all erased.

See our [Privacy Policy](#) for details.

## **Downloads**

Patrons are encouraged to use their own storage devices to download files to, or they may purchase storage devices at a service desk. The Library assumes no responsibility for damages incurred to another computer due to viruses or other corrupted files contained on storage devices used with the Library's computers.

## **Printing**

Computer printing is available for a fee from Library computers. Printouts may be paid for and picked up at a service desk. Patrons are responsible to pay for all pages sent to the printer. The Library is not responsible for loss of data that may occur when printing.

## Copyright

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## Wireless Network

The Library provides wireless Internet access to our patrons. Internet filtering is in effect on the network and may not be disabled. Individuals age 17 and older may instead request to use a Library computer for unfiltered access, if a workstation is available. Patrons are cautioned that wireless Internet access is inherently insecure, except when a website supports encryption (such as banks, shopping, etc.). Library staff cannot provide technical support to patrons.

## Violations

Violations of this Acceptable Use Policy, or any activity prohibited under any applicable federal, Michigan, or local law may result in the loss of computer privileges. Any staff member who observes such a violation shall (1) note the violation, including the address of the objectionable site, if applicable; (2) direct the patron to leave the Internet site immediately or leave the computer workstation immediately; and (3) inform the patron of his or her right to appeal the denial of Internet access to the Library Director. Any patron dissatisfied with the decision of the Library Director may appeal to the Branch District Library Board.

## Disclaimer

The BDL does not guarantee that its computer systems will meet the specific needs of any user, or be error-free and without interruption. The Library will not be liable for any direct or indirect, incidental, or consequential damages (including lost data or profits) sustained or incurred in connection with the use, operation, or inability to use the systems.