Northern Onondaga Public Library

Policy Name:	Acceptable Use of Computers & Internet		
Section Title:	External - Technology		
Adopted:	8/23/2021	Reviewed:	

In keeping with its mission, the Northern Onondaga Public Library provides access to the Internet as a means of finding and sharing information and ideas, and we strive to offer our patrons fair and equitable access to computer resources. The purpose of this policy is to define appropriate use of library technology and is to be used in conjunction with the Patron Code of Conduct, Wireless Internet Access Policy, and other library policies, as well as applicable State and Federal laws. Use of library public computers constitutes acceptance of this Acceptable Use of Computers & Internet Policy.

User Responsibilities

- Access to the networks and computers at the Northern Onondaga Public Library is a privilege. All users of electronic resources are expected to use these in a responsible manner and in a way that does not disrupt other users, the library, or its network.
- Respect the privacy of other computer users.
- Save your files to the cloud or on your own USB flash drive. Flash drives may be purchased at the Service Desk. Files cannot be saved to the library computers.
- Protect your information by using the "Hide My Screen" or "End Session" features of the computer time management software before walking away from a computer or leaving the library.

Internet Use by Children

- Parents or guardians are responsible for their children's use of the Internet and are encouraged to monitor their children's use as they deem appropriate. The library does not provide any monitoring or supervision.

Violations of Use

- Downloading and/or installing executable files from any source.
- Changing the configuration files of any hardware or software on the Library's workstations or attempting to disable the Library's security software.
- Listening to media with sound that might disrupt the ability of other library patrons to use the library and its resources.
    - Viewing, sending, receiving or displaying images, text or graphics that may

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reasonably construed as obscene as restricted by NYS Penal Law 245.11.

- Misrepresenting oneself on the Internet with the intention to commit harm, fraud or as a source of an electronic communication.

- Illegal or criminal activity including but not limited to coercion, fraud, theft, copyright infringement, or violation of software agreements.

- Connecting any personal devices to the Library's wired "Ethernet" network.

- Physically damaging computers or technology equipment.

Limitations of Use

- The Library may place limitations on time and manner of computer use in order to allocate computer and internet access as equitably as possible.

- Library computers designated for public access may be used without charge, but there is charges for printing.

Disclaimers / Liability

- Use of any of the library's computing equipment and networks is at the sole risk and discretion of the user.

- The library takes reasonable steps to secure its networks from unauthorized access. In using a public computer however, an individual must be aware that the security of information or transactions while using the library's equipment or networks is not guaranteed. Internet users are responsible for the web sites they access and use the Internet at their own risk.

- The Library will not release information on the use of specific Internet resources by members of the public except as required by law, pursuant to a subpoena or as necessary for the proper operation of the library.

- Library staff will make every effort to assist you or direct you to helpful resources, but they cannot be familiar with every program and personal device, and other duties may limit time available for one-on- one assistance. Patrons needing extended assistance should see a librarian to schedule an appointment.

- Not all sources on the Internet provide information that is accurate, complete, current, legal or philosophically acceptable to all citizens. The Northern Onondaga Public Library is unable to monitor or control the content of materials on the Internet.

A violation of the Acceptable Use of Computers & Internet Policy is considered a violation of the Patron Code of Conduct. Individuals who fail to observe this policy may lose their computer or access privileges, be asked to leave the library building, be banned from the library for a period of time, or be subject to other lawful action.