

## **INTERNET & COMPUTER USE POLICY**

### **I. Purpose**

The library provides public computers and Internet access as a resource for education and information. Any other use is strictly prohibited.

### **II. Rules for Using Library Computers**

1. You must present your Jefferson Public Library card at the desk to use a computer. Patrons whose residence does not qualify them for a Jefferson Public Library card may show identification (i.e. current driver's license, library card from their home library, etc.) to use the computer as a guest.
2. All fines over \$1.00 must be paid to use the computer.
3. Use of the computers is on a first-come, first-served basis, however reservations can be made.
4. There will be no more than two persons at a workstation at a time.
5. You may not use your own software programs on the library computers.
6. You may save files to a personal storage device, but not to the library's hard drive.
7. There is a charge for printing. (see fines & fees chart in circulation policy)
8. Misuse of the computers or Internet access will result in the loss of your computer privileges at the library. The length of the suspension is at the discretion of the library director.
9. Library staff has the right to cancel or interrupt use of the computers.
10. Patrons may not make any attempt to alter or damage computer hardware or software.
11. Abuse of the rules will result in loss of privileges. Library staff has the right to restrict or refuse use of library computers to people who cannot abide by the rules.
12. Library staff is not responsible for computer instruction, however, with time permitting, staff may provide basic assistance. ~~You must ask a librarian to connect you to the Internet if a password is required.~~

### **III. Internet**

Internet access is available on the public computers in the children's department in both the children's and adult departments.

Anyone under 2<sup>nd</sup> grade must be accompanied by a parent or legal guardian. Parents are advised to supervise their children's Internet sessions.

This policy applies to **all** users of the Jefferson Public Library Internet workstations. Using the library's Internet workstations means you have read and agreed to this policy. Internet access at the Jefferson Public Library is a service, not a right!

The library monitors and exercises some control over the information accessed through the Internet but cannot be held responsible for its content. We have installed filtering software, however filtering software does **not** guarantee your child will not be able to access "offensive" material. Not all sources on the Internet provide accurate, complete or current information and can be personally offensive. All resources accessible through the Library are provided equally to all Library users.

#### **IV. Restrictions**

1. Patron may not use any library workstation for illegal or criminal purposes.
  - a. Violate Iowa state law, which makes it illegal to download or purvey child pornography, purvey pornography to children, or commit fraudulent acts using the Internet.
  - b. Violate United States copyright law (Title 17 U.S. Code) which prohibits the unauthorized reproduction of copyrighted materials, except as permitted by the principles of "fair use".
2. Patron may not use library workstations to gain unauthorized access to the library's or any other organization's networks or computer systems.

#### **V. Disclaimer**

1. The Jefferson Public 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.
2. Credit card use or personal account information may be used on Library computers, however, the Library cannot guarantee the confidentiality of such transactions.

#### **VI. Wireless Internet Access**

1. Technical Requirements:

You will need a tablet or laptop computer, cell phone or other wireless device with wireless networking capability. Printing may be sent to the library's wired computers. Audio output must be muted or directed to headphones provided by the user.

## **2. Access and Responsibility:**

No password is needed to use the library's wireless service and routers are provided to make this service available inside the library and on the library grounds.

You may encounter some "dead" spots within the library where wireless reception may be limited. If you have trouble accessing the Internet or staying online, please move to a different location within the library.

By choosing to use this free service, you agree to abide by the Jefferson Public Library's Internet & Computer Use Policy. This policy states the limitations of internet access, your responsibilities for using that access, and provides examples of acceptable and unacceptable uses.

The Jefferson Public Library's wireless network is not secure. Information sent to and from your tablet or laptop computer, phone or other wireless device may be captured by anyone else with a wireless device and the appropriate software.

Library staff is not able to provide technical assistance and no guarantee can be made that you will be able to make a wireless connection.

The Jefferson Public Library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the Jefferson Public Library's wireless access.

## **VII. Youth Services Discord Server**

A Discord server is available for teen patrons to use for online communication with one another and the Youth Services Librarian about library events, programs, and library-related topics.

### **1. PURPOSE**

- a. The purpose of having a Teen Discord server is to provide online programming and community among teens. It is a digital space where teens can connect with their peers in a safe, supervised, and accessible environment.
- b. An online server allows the Youth Services Librarian to stay in communication with teens and assess their interests for collection items, programs, and events as well as their availability for relevant programming.

### **2. ADMITTANCE & SAFETY**

- a. Teens will need to fill out an online application form to receive an invite to the library Discord server.

- b. Teens will need to verify their age (ages 12 to 18) and that they live in Greene County.
- c. Teens will need to have a Jefferson Public library card to join the library Discord Server so that we can verify their identity.
- d. Teens must agree to the code of conduct rules before they are considered for admittance to the library Discord server.
- e. Teens are admitted to the library Discord server at the discretion of the Youth Services Librarian.
- f. Teens will be removed from the library Discord server once they graduate high school or reach the age of 18, whichever comes first.
- g. The Teen Discord Server is heavily moderated by autonomous bots as well as the Youth Services Librarian and a select group of volunteers familiar with Discord.

### **3. CODE OF CONDUCT**

- a. Teens in the library Discord space are expected to abide by the rules of the library conduct policy.
- b. **Discord-specific conduct policies are as follows:**
  - i. No trolling, spamming, bullying, hate speech, or slurs will be tolerated.
  - ii. Do not share your full name or address online.
  - iii. No advertisements, soliciting, or selling things on the server.
  - iv. Do not participate in or encourage illegal activity.
  - v. Use an appropriate avatar and username.
  - vi. No sharing invites for other Discord servers.
- c. **Reporting Misconduct:**
  - i. Misconduct can be reported to the library Discord server moderators and the Youth Services Librarian. Individual users can block or report other individual users in the server.
  - ii. The Youth Services Librarian reserves the right to delete any comments as well as mute, kick, or ban any member from the server.

### **4. ENFORCEMENT**

- a. Bullying, hate speech, threats of violence, or repeated breaking of the rules will result in a 1-month ban from the server at the Library Director and Youth Services Librarian's discretion.
- b. Repeated and persistent behavioral issues will result in a permanent ban from the server.

- i. Being banned from the library Discord server does not prevent one from participating in other library services and activities, only the ones on Discord. ~~It also does not prevent one from accessing the library grounds.~~
- c. **The Discord Bot will moderate as follows:**
  - i. 1 infraction: the bot will provide a warning to the individual and delete the offending post.
  - ii. 2 infractions in half an hour: the bot will mute the individual for 1 hour. (They can still see discussions but cannot participate).
  - iii. 3 infractions in 2 hours: the bot will ban the individual for 1 day. (They cannot see or interact with the server at all during this time).
  - iv. 5 infractions in a week: the bot will ban the individual for 1 week.
  - v. 7 infractions in a month: the bot will ban the individual for 1 month.
- d. In all incidents involving a minor child, the parent(s) or legal guardian will be notified of the child's misconduct. Patrons who have been notified of loss of Discord server privileges due to misconduct may appeal this decision with the Youth Services Librarian and Library Director.

Adopted: February 13, 2012

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