

## **West Fargo Public Library**

### **Board Policy: Computer Use Policy**

**Approved: March 8, 2007; revised April 12, 2009; revised February 14, 2013; revised March 10, 2016; revised June 13, 2019**

This policy governs use of the Library's public computers and laptops, and all associated equipment, including all computer components (mouse, keyboard, monitor, computer), printers, scanners, and other devices.

#### **General Use:**

The West Fargo Public Library requires that any user of the Library's public computers or laptops agree to the following:

- Using resources for educational, information and recreational purposes only: not for unauthorized, illegal or unethical purposes.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- Further respecting the privacy of others using the Library computers by not interfering with their use.
- Not sending, receiving, or displaying text or graphics which may reasonably be construed as obscene, or which disturb or disrupt the Library use of other patrons. Viewing or sending child pornography is a federal offense and police will be called.
- Not making any permanent changes to software. Patrons may use flash drives or other personal storage devices; however, the Library is not responsible for any damage that may result from their use.
- Not physically damaging, disconnecting, or otherwise modifying computers or associated equipment.
- Respecting copyright law, which governs the reproduction, including digital copies, of copyrighted materials.
- Acknowledging that the Library is not responsible for any consequences of the patron providing personal, financial, or other confidential information on Library computers.

#### **Use by Children:**

The West Fargo Public Library recognizes the right and the responsibility of parents/legal guardians to determine their child's use of computers. Library staff will not deny access to public computers on the basis of age, nor will they monitor children's access to the Internet. Although the Library's access to the Internet is filtered, no filter is foolproof, and parents/guardians are strongly encouraged to monitor their children's activities.

### **Specific Guidelines:**

- Computer patrons are required to use headphones to listen to music, view videos, or play games with sound. Volume should be set as low as possible to avoid disturbing others. Conversations among patrons at the computers should be quiet and brief. Computer users will observe the same standards of acceptable library behavior as other patrons.

Because of the many different computer applications available, Library staff can provide only limited assistance.

- In order to ensure fair use of computers, a patron's ability to extend the length of a session may be limited.
- Beverages and food are not permitted near the library's public computers or laptops.
- Fees for any damage to the workstations or other equipment will be assessed to the individual using that computer.
- Violations of this policy may result in suspension of privileges and prosecution.

*Use of a computer constitutes the patron's acceptance of the above policies.*