



# East Greenwich Free Library

Knowledge is Priceless

## Computer and Internet Use Policy

East Greenwich Free Library offers patrons free use of computers, free access to the internet, and free wireless access. Providing access enables the Library to greatly expand the information services that we offer our users.

By using a public computer at East Greenwich Free Library, the patron agrees to abide by the following policies and terms, as well as the Library's **Code of Conduct**. Violation of any part of this policy may result in the loss of computer access, library privileges or expulsion from the library. Library staff have full authority to enforce these policies and procedures as well as policies related to general behavior in the library.

### Policy Guidelines

- It is the responsibility of users to comply with all copyright notices and restrictions attached to web content, as well as applicable state and federal laws.
- Users are prohibited from violating any local, state or federal statutes.
- Users may bring their own headphones to plug into library computers. Library staff reserves the right to ask users to turn volume down or off.
- Files cannot be saved to public computers.
- Library users who bring their own devices may connect to the wireless network and plug their devices in. However, they may not use outlets designated for library equipment or in staff-only areas, and they must make sure cords and other peripherals are not in walkways. Staff reserves the right to ask users to silence personal electronic equipment.
- Computer users agree to take proper care of all equipment that is the property of the Library. Users and/or their parent or legal guardian agree to pay replacement cost of any equipment or materials lost or damaged by the user.
- Users may not change any settings on Library computers.
- Library computers and networks may not be used to view or disseminate material considered inappropriate for a public environment including content that is obscene or harmful to minors.
- Invading the privacy of others or engaging in any activity that is harassing, bullying, defamatory, or threatening as defined in Rhode Island General Laws §11-52-4.2 (Cyberstalking and Cyberharassing) is not permitted.

### Privacy and Security

- Users should not have an expectation of privacy, as all public computers are in view of other patrons and library staff.
- Every effort will be made to maintain a secure environment on library networks; however, Internet transactions, communications and activities are potentially vulnerable to unauthorized access.
- For more information about the confidentiality of computer records see the East Greenwich Free Library [Privacy Policy](#).

### Children's Computers

- Computers in children's areas of the library are for children's use only. No adults may use these computers for any purpose unless they are a parent/legal guardian/caregiver accompanying a child.

## **Computer Use Information**

- There is currently no maximum daily computer use time. Time limits are subject to change and may be altered at the discretion of library staff.
- Public computers automatically shut down 5 minutes before closing.
- Because library computers are a shared resource available to the public, it is important to log out of all personal accounts before ending your computer session.
- The Library does not offer email accounts.

## **Assistance**

- Library staff have limited availability to assist users who do not have basic computer skills. The Library offers technology assistance once per week for one-on-one training, and by appointment. Library users interested in improving their computer skills are encouraged to take advantage of instruction.
- Library staff are unable to process financial and personal transactions on behalf of library patrons.

## **Printing**

- Printing is available from all public computers for a fee. Black & white printing costs 25 cents a page and color printing costs 50 cents a page. East Greenwich Free Library will only issue refunds for printing if the machine produced a blurred, black or otherwise unreadable copy or if the paper leaves the machine torn or wrinkled. Users should always use the Print Preview function before sending a print job to make sure the number of pages is correct, that no blank pages are included, and that the text on the page is complete.
- Library printers use standard weight 8.5 x 11 size paper only. Patrons who wish to print on user-provided paper (such as resume paper) must ask library staff before proceeding. The library is not responsible for failed print jobs done on user-provided paper.

## **Children's Internet Protection Act (CIPA)**

- The East Greenwich Free Library complies with the federal Children's Internet Protection Act (CIPA) which requires the use of filtering software on public computers to limit children's access to material that is (a) obscene; (b) child pornography; or (c) harmful to minors. For more information on CIPA please visit <https://www.fcc.gov/file/15349/download>
- Filtering software may not block all material users might find offensive.
- Adults, defined by the law as over 17, may choose to use unfiltered computers for bona fide research or other lawful purposes. An authorized library staff member may disable the filtering software if the above criteria are met.

## **Disclaimers**

- Patrons use library computers at their own risk.
- The library makes no guarantees, either expressed or implied, with respect to any technology, equipment, software or other library materials.
- The East Greenwich Free Library does not monitor Internet use and cannot be held responsible for its content.
- Monitoring a child's use and access to the Internet is the responsibility of the parent or legal guardian or caregiver. The State of Rhode Island offers guidelines for discussing online safety with children at <https://risp.ri.gov/safety-education/internet-safety/advice-parents-guardians>

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