Reviewed and Approved: 07/21/2026

INDIAN RIVER AREA LIBRARY

Computer and Internet Acceptable Use Policy

1. STATEMENT of PURPOSE

   It is the policy of the *Indian River Area Library* (IRAL) to provide access to computers and software for Library patrons' use to allow free and equal access to information, research, and independent learning to our patrons. The Library staff endeavors to develop collections, resources, and services that meet the informational, recreational, educational, and independent learning needs of our diverse community. It is within this context that the *Indian River Area Library* offers access to the Internet and use of computers.

2. COMPUTER USE AND PUBLIC ACCESS POLICY

   A. It is the policy of the *Indian River Area Library* to:
      a. Prevent users over its computer network to transmit inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;
      b. Prevent unauthorized access and other unlawful online activity;
      c. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
      d. Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and Michigan's Public Act 212 of 2000.

   B. Library staff may monitor computer usage but has limited control over the information accessed through the Internet and cannot be held responsible for its content. Library staff may be able, to the best of their knowledge, to assist patrons with the Internet. Library patrons may encounter material that is inaccurate or that they consider offensive. Users need to be responsible information consumers, questioning the validity of the information found.

   C. In accordance with the Children's Internet Protection Act of 2000 (PL 106-554), the *Indian River Area Library* filters Internet content on all Public Access Computers and on the Wireless Network coming into the Library based on staff determination of community desires. Anyone aged 18 or older may request an override of the filtering device from the Circulation Desk staff, for bona fide research or other lawful purposes.

   D. While patrons 18 and older are free to access whatever Internet sites they wish, the Library must also be mindful and respectful of the rights of other patrons (particularly children), to not be exposed to material and images they (or their parents/guardians) may find personally unsuitable. Therefore, staff members will request that a patron remove any images or text from a workstation screen if, in the staff member's judgement, the image or text is displayed in such a way that other patrons, particularly children, cannot avoid viewing it in the course of carrying out their business in the Library.

E. All Internet resources accessible through the Library are provided equally to all Library users. Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Parents are advised to supervise their children's Internet sessions.
F. Any patron who is asked to remove an image or text from the monitor and then continues to view said image or text, will be asked to leave the facility, in violation of the *Indian River Area Library* Code of Conduct Policy.

3. GENERAL COMPUTING GUIDELINES

A. Free computer use is available for up to one hour. Time limits are used to provide equal access to public computers with the option for extended use if no other users are in queue.
B. Basic computer training is on the IRAL website. Please ask if assistance is needed.
C. You must first accept this Computer Use Policy in order to access the IRAL Internet or use the computers. Failure to follow these guidelines is considered a breach of the IRAL Code of Conduct Policy and may result in the loss of your computer and/or Library privileges.
D. Patrons may be allowed up to two log-ins per day on Library computers. If other patrons are waiting, you may be asked to shorten your time.
E. If a computer is malfunctioning, do not move to another computer. Please ask for help at the Circulation Desk.
F. You have access to a printer via the computers: Black & White copies are $0.20 each and Color copies are $0.50 each. If printing double-sided, each side of the page counts as a copy (e.g., one black and white page double-sided would cost the patron $0.40).
G. If sound is needed, earbuds or headphones must be used at a sound level no other patrons can hear. Headphones are available by request at the Circulation Desk.
H. In order to use computers and Internet in the Library, users must agree to:
    a. Comply with all applicable laws and regulations regarding copyright-protected materials and other software license agreements;
    b. Respect the privacy of others;
    c. Act responsibly in your use of the network and avoid actions that cause interference to the network, or the work of others;
    d. Not intentionally introduce invasive programs;
    e. Not display for others, sites which violate their rights.
I. These are public computers used by many people. There is risk involved when using services such as Internet banking or services where the use of a password/PIN is necessary, as this may result in access to your personal information by others. The *Indian River Area Library* assumes no responsibility for loss or damage done directly or indirectly to personal data or equipment. The Library also assumes no responsibility for any damage or injury arising from loss of privacy from use of its computers, wireless, or other Internet connections.
J. Laptops are available for use within the building by request at the Circulation Desk. Users are required to fill out the sign-in sheet before being provided a laptop.

4. GENERAL WIRELESS ACCESS GUIDELINES

Free wireless Internet access is available for mobile devices. It is intended to be a shared resource. If you use a large amount of bandwidth, you take it from others. Be considerate.

A. Be aware:
    a. Wireless users must comply with our Computer and Internet Acceptable Use Policy. Violations of the Policy will be dealt with in a serious and appropriate manner, including but not limited to the loss of Wi-Fi and Internet privileges. Illegal acts involving Library computing resources may also be subject to prosecution by local, state, or federal authorities.
    b. Although the wireless hub is routed through our firewall, the wireless connection is unencrypted, thus not secure and is an open network. The Library cannot guarantee the safety of traffic across its wireless network. Information sent to and from a wireless device using the Library's Wi-Fi network may be captured by anyone else with a wireless device and appropriate software due to the nature of broadcasting over radio waves (usually within 300 feet). It is strongly advised that personal, financial, or otherwise sensitive information not be transmitted through the wireless network. Responsibility for the safety and security of an individual's data files, computer, or other wireless device configurations and all personal equipment rests with the individual and will not be assumed by the Library.
    c. Virus, security, and privacy protection are not provided by the Library. The Library is not responsible for damage, theft, or loss of personal property or software used in the Library. Additionally, the Library is not responsible for supplying electrical power for patron equipment and access to the Library's electrical outlets is limited. The patron is responsible for supplying their own charged batteries.
    d. Wireless network users will not be able to use the Library's printer to print documents.
    e. There is no guarantee that users will be able to make a wireless connection.
    f. Signal strength may vary throughout the Library and we cannot guarantee Internet speed or quality of connection. Please move to a different location within the Library if you are having trouble securing a connection or staying online. The Library reserves the right to terminate any wireless activity that adversely impacts the network's performance. Preference will be given to Library workstations.
    g. The Library's wireless network may not be used for any illegal or criminal purposes or in an unethical manner (including but not limited to: hacking; spamming; violation of computer system security; use of computer communications facilities in way that interfere with, or impede computer use of others; intentional violation of another patron's privacy; displaying information with the intent of being disruptive or offensive to others).

B. Be a Savvy User (Recommended but not required):
    a. Do not transmit any important information that may be misused, such as credit card numbers, Social Security numbers, home address, passwords, etc.;
    b. Have a firewall and frequently updated anti-virus software on their personal machines;
    c. Do not leave equipment unattended.