

# POLICY

Category: Services

Number: D.06

Title: **Wireless Internet Access Policy**

Effective Date: **December 1, 2018**

Authorized By: CFL Board of Trustees

Last Revision: February 3, 2018; July 78, 2012; August 2, 2007

References: ALA Access to Electronic Information, Services, and Networks

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The Cudahy Family Library offers free wireless access to its Internet service to patrons in the Library with personal computer equipment. Users may also check out computer equipment that can access the Internet. The network uses the WiFi standard, also known as IEEE 802.11a, b, or g. The wireless access to the Library's Internet service is available throughout the entire building, including the meeting and study rooms. The Cudahy Family Library does not use and can not offer a Virtual Private Network (VPN).

Library patrons may use their own computer equipment for wireless access to the Internet, such as a laptop, a notebook computer, a tablet or a smart phone. The devices will need to be equipped with an Internet browser and a WiFi-compliant wireless Ethernet card. With the large variety of computer devices, laptop models, and wireless cards available for purchase, wireless connectivity can be complex. Therefore, the Library makes no representation or guarantee that its wireless service will be compatible with the personal computer devices of every patron.

The Cudahy Family Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Library shall not have the liability for any direct, indirect, or consequential damages arising from the use of information found on the Internet, or any communications sent through the Library's Internet service, or issues concerning confidentiality of information on any computer equipment used in the facility. The Library is also not responsible for equipment malfunction; loss of data; or any damages to the user's storage media, data, or electronic transactions of any type which are related to the public use of the Library's wireless Internet access. As with other library materials, restriction of a minor's access to the Internet is the responsibility of the parent/legal guardian.

The Library's wireless Internet service is not encrypted and, therefore, not secure. Any information sent or received by a user could potentially be intercepted by another wireless user. The Library recommends that patrons disable file-sharing on their devices and refrain from transmitting personal or financial data when using the wireless access to the Library's Internet service.

All patrons using the Library's wireless connection must agree to comply with all the provisions of this policy and the Library's *Internet Acceptable Use Policy*. Violations of the Library's policies may result in suspension or loss of the privilege to use this resource. Due to the evolving nature of the Internet, the Library's policies on this service are subject to change without notice and at the Library's discretion.

Any use of the Internet in the Cudahy Family Library which violates federal, state, or local laws is prohibited on personal computer equipment and will be reported to the appropriate authorities. Examples of illegal activities include, but are not limited to fraud, defrauding or harassing others, displaying or distributing child pornography or other obscene materials, libeling or slandering other persons, and sending "spam" e-mail to recipients who have not given explicit permission for the message to be sent.

#### Principles of Use

1. The Internet shall be used for educational, informational, and recreational purposes only. Unauthorized, illegal, offensive, or unethical use of personal or library-owned computer equipment in the Cudahy Family Library will not be allowed, including text or graphics which may be reasonably construed by the Library Staff as offensive to the public.
2. The Reference Staff is available for assistance in basic questions concerning the use of the Internet but will not be expected to be familiar with all the many different applications or computer equipment available. The staff will not be available to configure personal computer equipment or provide any type of technical assistance. Patrons will need to contact the seller or manufacturer of their equipment if they are having problems accessing the wireless Internet service.
3. The wireless Internet access is available for patron use during the Library's open hours of service. The Library's wireless Internet service is available to all visitors with compatible computer equipment.
4. Children under the age of 18 should have parental permission to use the Internet. The Cudahy Family Library assumes no responsibility for the use of the Internet by children.
5. Patrons must provide and use their own headphones if they plan to use audio files.
6. It is solely the responsibility of the wireless equipment owner to provide anti-virus protection and to configure their device settings to provide the appropriate security settings. The Cudahy Family Library cannot and will not take responsibility for changes or damages incurred for incorrect, insufficient, or incomplete security settings, or lack of adequate or up-to-date virus protection. Wireless users assume all risks in using the service and must agree to hold the Library harmless from any claim or loss arising out of, or related to, any instance of hacking or other unauthorized use or access.

7. The Library can not be responsible for any loss of data or loss of personal computer equipment.
8. Users must not attempt to crash, degrade performance, or gain unauthorized access to the Library's computer systems and networks.
9. Users must conform with the U. S. copyright law (Title 17, U. S. Code) which prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Responsibility for consequences of copyright infringement lies with the user.
10. Users must respect the privacy of others and must not misrepresent themselves as another user nor attempt to modify or gain access to files, passwords, or data belonging to others.
11. Printing is available from mobile devices and personal computers via the PrinterOn service. Please see the Reference Librarian for assistance with mobile printing.
12. There will be a charge of 10 cents per page for black-and-white copies and a 50-cents-per-page charge for color copies printed off the Internet. The Library has a pay-for-print system to handle print charges. Payment for printouts will be assessed before the print is made. Payment can be made with coin, paper bills, or credit/debit cards. Credit/debit card payments will be assessed a processing fee. All printing must be started 15 minutes prior to the end of the patron's session.
13. The Library Staff may periodically monitor the use of wireless access to the Internet without notice and has the right to cancel or interrupt use at any time. Violations and inappropriate use of the Internet may result in a loss of access.