

Computer Usage Policy

The internet, a global, decentralized network of computers, provides access to information far beyond the library's own collection. No individual, company, or government controls or monitors the internet. While most information accessed can be valuable, the user may also find materials that are unreliable, personally offensive, or illegal under The United States Law. Therefore, parents are responsible for their children's internet use at the library. By taking responsibility for their use, whether at the library or at home, parents can minimize any potential risk associated with online computer use.

Patrons of Library Computing Resources must comply with federal and state laws, library rules and policies, and the terms of applicable contracts including software licenses while using library computer services. Examples of applicable laws, rules and policies include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and The Computer Fraud and Abuse Act, which prohibit hacking, cracking and similar activities. Patrons who engaged in electronic communications with people in other states or countries or on other systems or networks may also be subject to laws of those jurisdictions and the rules and policies of those other systems and networks.

Patrons must not use the computing resources to gain unauthorized access to local or remote computers or to impair or damage the operations of any computer or networks, PC workstations or peripherals. This includes blocking communication lines and running, installing, or sharing virus programs. Deliberate attempts to circumvent data protection or other security measures are not allowed.

Patrons must not use computing resources to intrude upon the rights of others. Patrons are not permitted to invade the privacy of other library patrons, harass library staff or patrons, damage or disrupt library computer resources, or send spam using library computers.

Patrons shall not use computing resources to access material that is obscene, child pornography, or harmful to minors.

Materials obtained or copied on the internet may be subject to laws that govern making reproductions of copyrighted works. Work protected by a copyright may not be copied without permission of the copyright owner unless proposed use falls within the definition of Fair Use. Patrons are responsible for compliance with all international, national, and state laws governing copyright materials. (Reviewed and approved January 2020) (Reviewed and approved September 2022) (Reviewed and approved October 1, 2025)

Wi-Fi

Unfiltered, wireless internet access is provided free of charge to anyone using their personal laptop computer or device equipped with a functioning wireless connection.

The library assumes no responsibility for wireless users' equipment or software and cannot guarantee the security of your files or transmissions. The Wi-Fi password is updated monthly. (Adopted September 2022) (Revised and approved October 1, 2025)

Ethical Use

There is information on the internet that may be inappropriate to our library setting/public. Library staff reserves the right to end an internet session when such material displays on the screen. The internet and public access stations may ONLY be used for legal purposes. (Reviewed and approved January 2020) (Reviewed and approved September 2022) (Reviewed and approved October 1, 2025)

Staff Assistance

Staff may assist the patron to access the internet, answer basic questions, or help locate resources. However, staff cannot provide in-depth training to patrons. There are also internet-related books in the library. (Reviewed and approved January 2020) (Reviewed and approved September 2022) (Reviewed and approved October 1, 2025)

Priority of Use

The computers/internet are available on a first come, first serve basis. Using the computers/internet for school, business, or word processing will take priority over recreational use. (Reviewed and approved September 2022) (Reviewed and approved October 1, 2025)

Time Limit

The Librarian assesses a 60-minute time limit a day. The computers may be used up to 10 minutes before closing time. Patrons are expected to be conscientious of others waiting to use the computer/internet. Patrons must sign in before use and/or accessing the internet. This also includes use of Library laptops. (Amended May 2014, December 2019, and May 2020) (Reviewed and approved January 2020) (Reviewed and approved September 2022) (Reviewed and approved October 1, 2025)

Email

The library does not offer email accounts. Patrons may sign up with an email provider such as Outlook, Gmail, or Yahoo to send and receive emails through a browser. (Reviewed and approved January 2020) (Reviewed and approved September 2022) (Reviewed and approved October 1, 2025)

Privacy

Users are urged to respect the sensibilities of others when accessing information that may be reasonably offensive to someone else. However, absolute privacy for patrons using electronic resources in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by other patrons, either by watching the user's screen, or because a user may leave the screen unattended. (Reviewed and approved January 2020) (Reviewed and approved September 2022) (Reviewed and approved October 1, 2025)

Internet

The Stanwood Public Library has no control of the internet and its resources, and assumes no responsibility of the quality, accuracy, and currency of any internet resource. Patrons should question the validity of some of the information found on the internet. (Reviewed and approved January 2020) (Amended September 2022) (Reviewed and approved October 1, 2025)

Responsibility of User

Internet resources are provided equally to all patrons. Children and adults have the same access to resources. Minors must have proof of internet training to use the computer without parent or guardian's supervision. As in book selection, it is the policy that parents or legal guardian's must assume total responsibility for deciding what resources are appropriate for their children. The Stanwood Public Library, unlike schools, does not serve in *loco parentis* (in place of a parent). Librarians cannot act in place of the parents providing constant care and supervision of children as they explore the internet. The responsibility of what minors read or view on the internet rests with parents or guardians. (Reviewed and approved January 2020) (Reviewed and approved September 2022) (Reviewed and approved October 1, 2025)

Chat

The library distinguishes between electronic email and chatroom and other forms of direct electronic communications. Electronic Mail is an essential tool for library patrons to pursue life-long learning, allowing them to examine the credentials of internet authors and to amplify published content. Chat rooms are a different matter. Although the library recognizes that some websites will offer chatrooms, the agreement must state clearly that internet chat relay (ICR) is not acceptable use of library computers. This protocol is excluded as having little relevance to the library's mission because:

The value of information communicated in chatrooms is diminished by uncertain authorship and lack of archival retrieval.

Other libraries report they are time and resource-consumptive. The pace of real-time conversation encourages ill-considered and unsafe behavior.

For these reasons, chatrooms are most likely to be implicated in harm to young people and are strictly prohibited. (Reviewed and approved January 2020) (Reviewed and approved September 2022) (Reviewed and approved October 1, 2025)

Printing & Other Services

The printer/copier is available to patrons with a cost of \$.10 per page for black and white. If color copies are requested, there will be a charge of \$.25 per page. Faxing of documents will be \$1.00 per page. The library cannot receive faxes. We also offer laminating services (items 8.5x11 or smaller) for \$1.00 per lamination sheet. Staff is unable to assist with cutting, organizing copies, or other related tasks. (Amended November 2019) (Reviewed and approved January 2020) (Amended September 2022) (Revised and approved October 1, 2025)

Downloading

There will be absolutely no downloading or copying of any programs. Any protocol or program not already installed on the library computers is prohibited. Patrons may not install or use personal software or alter or attach any equipment to the library's hardware.

MISUSE OR ABUSE OF THE COMPUTERS WILL RESULT IN THE SUSPENSION OR TERMINATION OF COMPUTER PRIVILEGES.

PATRONS USING THE EQUIPMENT AGREE NOT TO MAKE ANY CHANGES TO THE SETUP OR CONFIGURATION OF THE SOFTWARE OR HARDWARE

UNLAWFUL ACTIVITIES WILL BE DEALT WITH IN A SERIOUS AND APPROPRIATE MANNER.

(Revised July 2010 and March 2015) (Reviewed and approved January 2020)
(Reviewed and approved September 2022) (Reviewed and approved October 1, 2025)