



# Acceptable Technology Use Policy

Approved by the Eckhart Public Library Board of Trustees 3/12/2019

Revised 11/10/2021, 5/8/2024, and 4/8/2026

The Eckhart Public Library Board of Trustees sets and enforces rules and regulations concerning the use of the Library's technology.

Library users are responsible for the access points they reach on the Internet. The Library Board and employees of the Library are not responsible for the information that patrons access and obtain while using the Library's equipment or network connection.

Parents and guardians of minors (under age 18) are responsible for monitoring their children's Internet use. If parents or guardians prefer to restrict a child from accessing the Internet, they must speak with a staff member.

1. To use computers at Eckhart Public Library, community members must have or ask for one of the following:
  - a. An Eckhart Public Library or Evergreen Indiana library card.
  - b. Patrons without a Library card may use a guest pass to access computers.
2. Library computers have time management software allowing all patrons equal access to this equipment.
  - a. Computers in the Main Library and Teen Library can be used for a total of three hours with hour-long sessions on a first-come, first-served basis.
  - b. Computers in the Willennar Genealogy Center have one hour-long sessions for research purposes. Time limits depend on availability.
  - c. Patrons with specific computer needs are encouraged to make those known to a Library staff member at the start of the session.
3. The Library has a public copier available for patrons to print their documents. Patrons are responsible for the cost of their printing no matter how the document is formatted or printed. Patrons are encouraged to preview their print jobs on the computers before printing.

4. Patrons are encouraged to continually save their work on an external drive or cloud server as the Library is not responsible for lost data.
  - a. USB storage devices are available for patron use within the Library.
  - b. Files and programs downloaded to public library computers are automatically deleted daily to protect the privacy of computer users.
  - c. The Library abides by the decisions made by security filters and anti-virus programs.
5. Personal electronic devices are welcomed to be used on the EPL campus. Library staff may not be able to answer technical questions about specific configurations.
  - a. Free Wi-Fi is available throughout the Eckhart Public Library campus for patrons to use. The network is not secure and patrons are encouraged to use their own security programs. The WiFi network does not require a password, but users may need to connect using an internet browser.
  - b. All printing costs apply. Mobile printing is available for patrons.
  - c. The Library is not responsible for personal items and equipment on library property.
6. Inappropriate use of the Library's digital resources can result in the loss of computer access and a temporary block on those accounts involved. Inappropriate use can include but is not limited to:
  - a. Using another person's Library card to access Library computers.
  - b. Engaging in any purpose that violates applicable federal, state, or local laws, ordinances, rules or regulations. Evidence of illegal activity will be reported to the proper legal authorities. The Library will cooperate with the proper authorities in the investigation of illegal activities.
  - c. Interfering with or disrupting other computer users, services, or equipment.
  - d. Attempting to gain or gaining unauthorized entry to other computers, information, communication devices or resources.
  - e. Deliberately disrupting or attempting to disrupt the Library computer system or destroying data by spreading computer viruses or by any other means.
  - f. Exhibiting malicious, threatening, harassing, or obscene behavior, including but not limited to fondling parts of the body and/or public display of obscene materials on computer screens or in hard copy.
  - g. Viewing sexually explicit material that appeals to the prurient interest.

- h. Disclosing, using, and disseminating of personal information regarding minors without authorization.
  - i. Copying, saving, or redistributing copyrighted or other protected material. Patrons should assume that all material is copyrighted unless explicitly noted.
  - j. Carrying out any action in violation of the Eckhart Public Library Code of Conduct on Library Campus.
7. The Children's Internet Protection Act (CIPA) mandates filtering on library computers, per I PL 554, Title SVII.
- a. The library will remain in compliance with the Act, including the following:
    - i. Guard against access by minors to inappropriate materials on the Internet.
    - ii. Guard against unauthorized access, including "hacking" and other unlawful activities by minors online.
    - iii. Guard against unauthorized disclosure, use, and dissemination of personal information regarding minors.
    - iv. Provide measures designed to restrict minors' access to materials deemed harmful to minors.
    - v. Ensure the safety and security of minors when using email, chat rooms, and other forms of electronic communications.
  - b. The intent of filtering and blocking devices on Library computers is to make it safer for children to access the Internet by restricting certain sites. However, Internet filters are imperfect and may over-block and under-block content. The Library maintains that ultimate responsibility for children's use of computers rests with parents and guardians.