

IV. Computer Use and Internet Access

A. Computer Hardware/Software/Printing

RFPL owns computers that are available for patron use. Some computers may be designated for use by specific patron age groups. Patrons may not use another patron's library card to circumvent any computer use policies, or to garner extra time on RFPL computers. RFPL reserves the right to limit and/or ban the use of RFPL equipment and computers by any patron. Public computers are configured such that hard drives are wiped and restored at the end of each session. Documents and data are not saved after a session ends. Patrons may use portable storage devices to save and store their data.

There is a charge for printing from RFPL computers. At the RFPL staff's discretion patrons may use personal paper to print specialized documents. RFPL printers may not be compatible with all types of paper.

RFPL accepts no responsibility for the safety or security of any computer brought into RFPL. Neither RFPL nor its staff shall be held responsible for any loss arising from the use of hardware, software, or from human error while at RFPL.

Computers and devices which are not owned by RFPL, other than storage devices such as USB drives, may only be connected to the RFPL network by wireless connection.

RFPL licensed software may not be installed on non-RFPL computers. Patrons are prohibited from using personal software on RFPL computers and from downloading software onto RFPL computers. RFPL computers include software to meet patron needs of word processing, office applications, and Internet browsing. Software additions or changes will be considered at the discretion of staff in consultation with the Director and Managers. Software used to facilitate exam proctoring or other patron test-taking may be downloaded by RFPL staff, on a case-by-case basis, at the discretion of the Adult and Teen Services Manager. RFPL staff members may provide assistance to patrons regarding the use of computers as time and staff knowledge permit. Additional assistance may be available in the form of computer classes.

B. Computer Usage/Internet

RFPL urges patrons to be informed consumers and carefully evaluate information obtained via the Internet. RFPL staff members are not in a position to provide an analysis of online sources.

RFPL makes reasonable accommodations to ensure the safety and security of its networks. Downloading information from the Internet and saving it for personal use is at the risk of the user. Neither RFPL, nor its staff, shall be held responsible for the safety or security of information transmitted via the Internet using RFPL computers or networks.

RFPL assumes no responsibility for users who either purposefully or in error access systems, networks, and services that may contain material considered offensive to a user,

or inappropriate for minors. Accordingly, users should be aware that they might encounter messages, materials, or graphics on the Internet that they find to be offensive.

RFPL's computers may only be used for legal and appropriate purposes. Some examples of inappropriate purposes are:

- Deliberately accessing obscene materials;
- Harassment, including but not limited to sexual harassment;
- Defamation;
- Violation of copyright law;
- Violation of licensing or access agreements with software or online service providers;
- Violation of system security;
- Destruction, damage, or unauthorized modification to equipment, software, or data;
- Disruption or unauthorized monitoring of electronic communications;
- Activities in violation of local, state, or federal laws or ordinances.

Persons who use RFPL's computers for inappropriate purposes may lose the privilege of using RFPL services and equipment.

Children under the age of fourteen may access the Internet via the computers in designated areas. Parents/guardians are advised to monitor their children's use of RFPL's computer systems if they wish to control the information, messages, and graphics to which their children are exposed. RFPL staff will not monitor children's computer use. RFPL recommends that parents/guardians discuss rules and limitations with their children before giving their children permission to access the Internet at RFPL.

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