6.0 TECHNOLOGY POLICY
The Deer Creek District Library provides access to technology including but not limited to public internet computers, wifi, printers, copying, and faxing. This policy applies to the use of all the Library's technology whether on privately-owned or Library-provided devices. Libraries are a traditional forum for the open exchange of information. Providing access to information available on the Internet does not constitute an endorsement of the content by the Library. Deer Creek District Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet.

6.1 LIBRARY COMPUTERS
Use of the Deer Creek District Library's computers is a privilege, not a right. It is the user's responsibility to comply with all Library policies and procedures when using computers. It is the user's responsibility to comply whether they have read the policy or not. Failure to do so will result in a suspension of the privilege of using computers in the Library.

The Deer Creek District Library supports the right of all Library users to access information and does not deny access to the Internet solely based on age. The Library recognizes that the Internet may contain material that may be inappropriate for children. As with Library materials, restriction or regulation of a child's access to the Internet is the responsibility of the parent/guardian. Library staff will not monitor children's use.

6.2 TIME LIMITS
Computers are available during the Library's open hours. The staff has the right to shut down the public computers 15 minutes before closing. The use of public computers should be limited to 30 minutes if other individuals are waiting to use them.

6.3 USAGE GUIDELINES AND STAFF ASSISTANCE
Users may use the software available on the Library's computers. Users may not install software on the Deer Creek District Library's computers. Users may not alter the hardware, software, or security configurations of the Library's computers.

Users are permitted to use their own USB-powered devices (flash drives, smartphones, etc.), but compatibility with the Library's computers is not guaranteed. The Deer Creek District Library is not responsible for damage to users' devices brought into the Library, or for data loss resulting from the use of Library equipment, software, or documentation.

Due to health reasons, users must bring headphones to use with Library computers for sound. Compatibility with the Library's computers is not guaranteed. The Deer Creek District Library is not responsible for damage to users' headphones and other devices brought into the Library, or

for damage resulting from the use of Library equipment, software, or documentation. Headphones can be purchased from the front desk when available.

It is the responsibility of the individual to protect their private information on public computers. Important or sensitive files should not be saved or stored on the computer. Individuals should also log out of accounts and/or consider using privacy/incognito browsing.

The Library staff is here to provide minimal help to patrons using technology. Staff assistance is limited to providing basic instruction, help using the Library's printers, and making copies or faxing documents for patrons. The staff is not required to provide individual tutoring, computer advice, or log-in support for an individual's account such as an email account.

6.4 PRINTING AND OTHER SERVICES

Printing is available on all computers. Printing is also available wirelessly through the Library's public wi-fi network.

It is strongly recommended that users use the print preview functions to determine how their print job will look. Users should also note the number of pages they will be printing before sending the print job to the printer. Users are responsible for all pages sent to the printer whether it was what they meant to print or not.

Printing is available in black-and-white or color. The charge for printing is 10₵ per side. As a courtesy, the Library offers two pages free of printing or copying.

Photocopying can be done for patrons at the front desk. The Library is only capable of making black and white copies. The charge for copying is 10₵ per side. As a courtesy, the Library offers two pages free of printing or copying.

Scanning is available at the public printer. A personal USB drive is required to scan documents. The Deer Creek District Library is not responsible for damage to users' devices brought into the Library or for data loss resulting from the use of Library equipment, software, or documentation.

Faxing is available at the Front Desk. The Library will fax to any number in the United States. The charge for faxing is $1.00 per side. There is no charge if the fax was unsuccessful.

Laminating can be done for patrons by the Library staff. The laminator is a non-heat-based double-sided film. The maxim width of an item being laminated is 8½ inches. The charge for laminating is 20₵ per inch.

The Deer Creek District Library is only able to accept cash for all services.

6.5 WIRELESS INTERNET ACCESS

Patrons with wireless access capabilities on their equipment, such as laptops, tablets, smartphones, etc., are welcome to connect to the Library's wifi. No registration or sign-up is required. Wireless Internet access is open to patrons of all ages. As with Library materials, restriction or regulation of a child's access to the Internet is the responsibility of the parent/guardian. Library staff will not monitor children's use.

The Library's wireless Internet access is public and unsecured. Information sent to or from a patron's device can be intercepted by a third party. The transmission of passwords, credit card numbers, Social Security numbers, or any other personal information while using unsecured wireless Internet access is up to the individual. The Library does not provide any security or virus protection on its wireless Internet access connection. Filtering, security, and virus protection are solely the responsibility of the patron. Patrons agree to access and use the wireless Internet at their own risk. The Library assumes no responsibility for damage, theft, or loss of any kind caused to a patron's equipment, software, or data resulting from using the Library's wireless Internet access.

Patrons are responsible for configuring their equipment to access the Library's wireless Internet. Library staff will only be able to provide the network name (also known as the SSID) and network password to the patron. Library staff is not responsible for a device that cannot connect correctly. It is also not possible for staff to evaluate or judge the quality or merits of every Internet site that the user may access.

6.6 FILTERING, SECURITY, AND LIABILITY

The Deer Creek District Library's network and computers only use basic filtering and security products. Users must be aware that no product is perfect in its protection. Users understand and accept that they access and use the Internet at their own risk.

The Deer Creek District Library makes no guarantee, expressed or implied, concerning any equipment, programs, or other materials, their performance, fitness, usability, or compatibility for any particular purpose. Materials and equipment are available for use "as is." The entire risk as to the quality and performance of computer equipment, programs, and documentation is with the user. In no event shall the Library be liable for actual, incidental, or consequential damages in connection with or arising from the use of any equipment, programs, or other Library materials.

Computers are a resource of the Library and, as such, should be treated like any other resource. The user is solely responsible for all charges relating to the repair, reconfiguration, or replacement of altered or damaged equipment or software resulting from their misuse.

The Deer Creek District Library makes a reasonable effort to protect users' rights to privacy and confidentiality of their Library records. However, electronic communication, by its nature, may not be secure. The Library does not guarantee the privacy or security of any online transaction. Additionally, computers are located in open, public spaces, and each user should exercise caution when using the Internet to avoid unauthorized disclosure, use, or dissemination of personal information.

The Deer Creek District Library will never share, sell, or rent individual personal information it gathers in the course of business, except 1) to recover overdue items and fines; 2) as ordered by a court of competent jurisdiction; 3) under law enforcement directive as required by the Illinois Library Records Confidentiality Act [75 ILCS 70/1], or 4) as ordered by subpoena under the United States Patriot Act (P.L. 107-56).

6.7 INTERNET USE

Because the Internet is a worldwide resource of information, the Library cannot be held responsible for its content, timeliness, or accuracy. Links to information may not always be valid, and particular sites on the Internet may sometimes be unavailable.

Certain information obtained via the Internet may be considered offensive, disturbing, controversial, and/or illegal by some Library patrons. Users understand and accept that they access and use the Internet at their own risk. Because the Internet is accessed in public areas of the Library, users are encouraged to be considerate of those around them. Although staff members do not monitor Internet use, the Deer Creek District Library reserves the right to ask users to discontinue the display of information or images, which may disrupt the Library. Illegal use of the Internet is strictly prohibited.

The Library is not responsible for damages, indirect or direct, arising from a Library patron's use of the Library's Internet connection.

Library staff members are unable to monitor the use of the Internet by children. Adults are expected to monitor and supervise their children's use of the Internet.

Users understand and accept that they access and use the Internet at their own risk.

6.8 UNACCEPTABLE USE

The Deer Creek District Library requires patrons using library computers and wireless Internet access to do so within acceptable use guidelines. Unacceptable use includes, but is not limited to, the following:

- Use of the Library's computers or Internet connection to harass other users.

- Destruction, damage, dismantling, or unauthorized alteration of Library computer equipment, software, security procedures, or configurations.

- Use of the Library's computers or Internet connection that in any way violates federal or state law, including copyright law.

- Unauthorized duplication of copy-protected software or digital recordings.

- Use of the Library's computers or Internet connection that in any way violates licensing or payment agreements.

- Behaviors that are disruptive to other users, or inappropriate in a public setting.

6.9 POLICY ENFORCEMENT

Internet users are requested to limit their use to viewing online service sites that are appropriate in a public setting. Viewing child pornography is illegal and Library equipment must not be used to access child pornography. Persons who use the Library's computers or wireless Internet access for unacceptable uses may lose the privilege of using Library facilities including access to its computer systems. Users should be aware that they may encounter messages or graphics that they find offensive.

Alteration, damage, dismantling, or destruction of the Library's equipment or software will result in suspension or revocation of a user's privilege to use the Library's computers. The user shall also be held responsible for all charges relating to the repair, reconfiguration, reassembly, and/or replacement of altered, damaged, dismantled, or destroyed equipment or software resulting from misuse.

Illegal or unacceptable uses of the Library's computers or Internet connection will result in suspension or revocation of a user's privilege to use the Library's computers (see 3.0 Patron Use of Library Facilities Policy).

Illegal acts involving the Library's computers or Internet connection may also be subject to prosecution by local, state, or federal authorities. Indication or evidence of possible illegal activity will be reported to law enforcement authorities, and such communication may also be used as evidence in any criminal investigations and/or prosecutions.

6.10 LIBRARY SOCIAL MEDIA AND ONLINE PRESENCE

The Deer Creek District Library maintains an online presence to inform and engage the public. This is done through official websites and social media. The Library's social media sites are limited public forums on which the Library may impose reasonable restrictions.

Although the Library may not pre-screen or regularly review posted comments, the Library retains the right to remove at its sole discretion any content. Comments that are abusive, obscene, defamatory, threatening, harassing, slanderous, embarrassing, false, offensive, or libelous to the Library or that promote discrimination will be removed as soon as possible. The Library also does not condone or promote the improper use of copyrighted materials. Users who post personal opinions and public comments should not expect a reply from the Library.

Staff member comments or posts relating to issues of public concern and/or the Library are personal opinions and do not represent the Library. Professionalism is expected from the Library staff no matter where they are engaging with the public. The Library expects conflicts with and criticisms of the Library to be addressed internally for resolution instead of aired on social media by its staff. Library employees' personal postings on issues of public concern are protected by the Constitution of the United States First Amendment. Library employees participating in concerted employee activities are protected by the National Labor Relations Board.