

COMPUTER AND INTERNET USE POLICY

The public may access the library's internet computers by logging on with a valid library card from a Milwaukee County Public Library or with a guest pass, which can be obtained at the service desk.

The St. Francis Public Library takes steps to protect the privacy and security of the computer user's personal information. However, any personal information shared on the internet may be at risk and patrons are strongly encouraged to safeguard their information, especially when transferring confidential information such as credit card information, social security numbers, banking information, etc. The library assumes no responsibility for any damage or loss incurred through the use of the internet services provided.

Computer access is available as follows:

Adult Computer Lab:

- Ages 15 and up
- Up to 3 hours of access per day (2 hour session + 1 hour renewal*)

Teen Computer Lab:

- Ages 12-18
- Up to 3 hours of access per day (1 hour sessions + 2 renewals* with 60 minute break between sessions)

Children's Computer Lab:

- Ages 12 and under (8 and under must be accompanied by an adult)
- Up to 3 hours of access per day (1 hour sessions + 2 renewals* with 60 minute break between sessions)
- Adults may request a guest pass for the Children's Lab if they are accompanying a child.
- As with all other library resources, parents/guardians are responsible for their child's use of computers and the internet.

*Patrons may only renew their computer sessions for additional time if there is at one other open computer available.

Printing is available from all computer labs at a cost of \$.15/page for B&W printing and \$.30/page for color. The payment print release kiosk is located in the adult computer lab.

Patrons are expected to have basic computer skills prior to using the library's computers. Staff will provide limited assistance, including getting patrons logged on and basic troubleshooting, but are not able to provide one-on-one computer instruction in the computer lab.

The library also provides free, unsecured, wireless internet access for public use. Users assume all risks and responsibilities associated with connection to the unsecured public WiFi network. Library staff is not responsible for providing technical assistance to patrons for their personal devices. Patrons choosing to use the wireless internet access are expected to abide by these computer and internet use policies.

The library offers mobile printing (from home or mobile device in the library) through ePRINTit. Instructions are available on the library website. Charges for mobile printing are the same: \$.15/page for B&W and \$.30/page for color. Mobile print jobs are printed through the payment/print release kiosk located in the adult computer lab.

Certain behaviors that put library property at risk or prevent us from providing a secure and welcoming environment are prohibited, including but not limited to:

- Use of the system for illegal purposes
- Destruction or damage to the equipment
- Bringing food or beverages into the computer lab
- Altering software or hardware settings or configurations
- Accessing pornographic, lewd, or obscene materials

The library respects the patron's right to privacy and confidentiality, but reserves the right to monitor computer use solely to ensure compliance with this policy. Users may be held responsible for damage to computers. Failure to comply with computer and internet use policies may result in loss of computer and/or library use privileges.

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