

It is the mission of the Forbush Memorial Library to provide information in various formats to all Forbush Memorial Library users. This includes access to computers and the internet within the library. Public access computers and Wi-Fi, located on all three floors of the library, are available to everyone at the library.

The library must provide access to information on all subjects that serve the interests or needs of each user, regardless of the user's age or the content of the material. The provision of access does not imply sponsorship or endorsement. The library does not provide filtering software on any of its computers and cannot be held responsible for content on the internet. Some information accessed electronically may not meet the library's Materials Selection Policy.

Library users will not be restricted or denied access for expressing or receiving constitutionally protected speech in accordance with the Library Technology Acceptable Use Policy.

Acceptable uses

Computer and internet resources are to be used in a responsible manner consistent with educational, informational, and recreational purposes. Patrons of all ages are expected to use the computers in a responsible manner, respecting the rights of others.

- Users have a right of privacy for all legal activities.
- Users have the responsibility of avoiding "Prohibited Uses".
- Users have a responsibility to be mindful that use of library computers is in a public environment and are expected to refrain from displaying graphics which are inappropriate for public viewing or playing audio that could disturb other patrons.

The library does not provide filtering software on any of its computers. Because no permissions are necessary for children to use computers, parents are strongly encouraged to be present and to be aware of what their children are viewing. Forbush Memorial Library cannot be held responsible for content on the internet.

It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children's use of library computers and internet access should provide guidance to their own children. Only parents and legal guardians have the right or responsibility to restrict the access of their children to library resources. For further information on children's access to the Internet, parents are encouraged to read the brochure *Child Safety on the Information Highway* produced by the National Center for Missing and Exploited Children. Librarians and governing bodies have a public and professional obligation to provide equal access for all.

<https://www.ojp.gov/ncjrs/virtual-library/abstracts/child-safety-information-highway>

<http://www.safekids.com/child-safety-on-the-information-highway/>

Prohibited uses

It is not acceptable to use computers at the Forbush Memorial Library for illegal or abusive purposes including, but not limited to, the following:

- Using the internet for illegal purposes as defined by local, state, or federal law.
- Using the internet in violation of the Massachusetts General Law 272 Section 28 & 31, the Harmful to Minors statute
<https://malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter272/Section28>
<https://malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter272/Section31>
- Unauthorized copying of copyright-protected material in any format.
- Transmission of spam emails of any type.
- Transmission of threatening, harassing, defamatory or obscene materials.
- Unauthorized access to remote computer systems.

Procedures for using computers

- The library reserves the right to limit use of the public access computers to one hour per patron if someone else is waiting.
- Computer users must present a valid library card to “check out” a computer. Residents of decertified communities may use computers in Forbush Library as a “Guest” (Library Usage by Guests Policy).
- Computer users from out-of-town (“guests”) may be assigned a computer with proper identification (e.g., driver’s license, student ID, passport etc.) (Staff will make a copy of the I.D.) (Library Usage by Guests Policy).

Library staff and the public’s use of computers

- Library staff will assist library patrons with accessing the virtual catalog on the public access computers as time permits.
- Appointments may be made with the Head of Youth Services or the Adult Services/Reference Librarian for individual or group instruction in general computer use to access library materials.
- Library staff is not responsible for configuring library patrons' laptops.
- Public computers are not routinely monitored, but staff reserves the right to do so if illegal or inappropriate activity is suspected.
- Library staff is authorized to take immediate action to protect the security of computers and the network, including but not limited to confiscating removable media, requiring a user to leave a computer or the premises, and contacting law enforcement authorities.

Related Policies

Chromebook Laptop Policy

Hotspot Policy