Computer and Internet Use Policy

The Sharon Public Library provides Library patrons with free access to the Internet through public workstations and wireless access. The use of the computers is on a first-come, first-served basis and may not be reserved in advance. Computers are available for up to two (2) hours. Sessions may be extended at the discretion of Adult Services staff, provided that no other patrons are waiting to use the computers. Users must cooperate with Library staff to ensure equitable access and a safe computing environment. Failure to do so may result in loss of computer privileges.

The Internet provides access to a wide range of educational, reference, and recreational resources; some information may be controversial, illegal, erroneous, etc. The Internet is an unmoderated medium and, as such, it is the responsibility of the user to select or reject online information based on good judgment and discretion. The Library does not block or filter websites. Wireless access provided by the Library is unsecured.

The Library is not responsible for any data loss or loss of privacy that may be incurred as a result of accessing any online resource through Library equipment. Nor does the Library make any guarantee, implied or otherwise, regarding the factual reliability of any website or any content posted on the Internet. Users may ask for assistance from a Librarian to determine the quality, authority, or validity of information retrieved.

The Library's computers are also subject to access by law enforcement authorities, acting through federal or state law. The Library and the Town of Sharon will cooperate in the prosecution of violations arising from the use of its computers for illegal purposes and activities.

Library staff cannot monitor or control the content on the Internet. In no event shall the Sharon Public Library have any liability for damages of any kind arising from its connection to the Internet. Users (in the case of minors, their parents, or guardians) of the Library's computers and Internet access agree to assume full liability (legal, financial, or otherwise) for actions using Library equipment.

Acceptable Use

Patrons who use either Library computers or their own personal laptops are expected to use them in a quiet, responsible, and courteous manner, to respect the privacy of other users, and to follow all of the Library's policies, guidelines, and procedures.

All Internet users shall comply with the Library's Patron Behavior Policy as well as relevant local, state, and federal laws. Violations may result in loss of computer privileges and/or Library privileges.

All electronic traffic originating from the Library computers will be under acceptable use standards. Failure to abide by these standards may result in the loss of Internet, computer, or other privileges:

- Respect the privacy of others.
- Comply with copyright law and licensing for individual data, programs, and resources.
- Patrons must use the Library's computer workstations responsibly, respecting the integrity of the Library's hardware and software.
- Patrons must use the programs as installed by the Library. Do not install your software.
- Patrons may use the front ports of the computers for flash drives or other USB devices, but may not use ports from the back of the computers.

Unacceptable Use

Computing resources may only be used for legal purposes per this Policy. Examples of unacceptable use include, but are not limited to the following:

- Uses for any purposes that violate applicable federal, state, or local laws including copyright law and Massachusetts General Law 272 Section 31, the "Harmful to Minors Statute".
- Interfering with or disrupting other computer users, services, or equipment.
- Attempting to or gaining unauthorized entry to other computing, information, or communications sources or devices (hacking).
- Malicious, threatening, harassing, or obscene behavior or language. Obscene behavior includes the public display of obscene materials on computer screens or in hard copy.
- Misrepresentation of oneself or the Library.
- Activities that could cause congestion and disruption of networks and systems (Example: crypto mining).
- To access, upload, download, transmit, or distribute pornographic, obscene, or sexually explicit language or material.
- Installation or downloading of any software onto the computer network or its components.
- Destruction or damage to equipment, software, or data belonging to the Library or other users.
- The user is responsible for any damage they cause to the computers or equipment.

Privacy

- Users are cautioned to guard the security of personal information, credit card numbers, computer accounts, passwords, and other types of authorizations when using the Internet.
- Electronic files should not be considered confidential. When required by law, The Sharon Public Library must disclose all files to the extent required by law.
- The Sharon Public Library is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use or unavailability of the system.

Responsibilities of Library Staff and Users

- Library staff will not monitor a user's computer or Internet use except to ensure compliance with this Policy. The user, or the parent or guardian of a minor, is responsible for their Internet session at all times.
- Library staff will assist users with the Library's electronic resources including the online databases and the Internet, and will also provide limited assistance in the use of Library-installed software. Staff are not able to provide extensive tutoring or assistance in the creation of

documents such as letters or resumes. Staff are prohibited from filling out online forms or entering any patron's private information onto any website. Nor are staff able to type, edit, or interpret documents or emails for Library patrons.

Use of Library Computer Workstations

Use of the Library's public computers is on a first-come, first-served basis and may not be reserved in advance.

- Users may log into the computers with a Sharon Library Card or a Guest Pass.
- Users must use headphones/earbuds when listening to audio content. Headphones are available at the Adult Services Desk.
- Leave all equipment on. If a hardware or software problem develops, please contact the Library staff. Do not attempt to make adjustments yourself.
- All computers will automatically shut down ten (10) minutes before the Library closes. Be sure you save all your work to a flash drive before the computers shut down.

Printing and Saving

- Printed copies may be made on Library-supplied paper only, for a fee (a schedule of fees is available on the Library's website and at the Adult Services Desk).
- The Library is not responsible for loss of data which may occur when saving documents to flash drives or other media..