



Technology Usage Policy

The library uses Fortinet Fortigate network security via Premier Network Solutions in compliance of the Children's Internet Protection Act (CIPA) requirements to receive federal E-rate funds.

No unauthorized changes to the setup or configuration of library equipment will be allowed.

Le Mars Public Library provides access to technology & the Internet as part of its mission. The library has no control over the information accessed through the Internet and cannot be held responsible for its content. As with other library materials, the library affirms responsibility of parents or guardians to guide their own children's use of the Internet and other technology available through the library.

The Library supports the right to privacy and confidentiality (Iowa Code Chapter 22.7) of its patrons and maintains no records of what patrons view. However, the Library cannot guarantee confidentiality over the Internet. Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk.

Illegal use of Library's technology (Internet, Wi-Fi or library equipment) is prohibited. It is illegal to use the library's internet service to access, view, print, distribute, display, send or receive images or graphics of material that violates laws relating to child pornography. (Iowa Code Chapter 728) It is also illegal to view pornography in an area where children may be present. Misuse of the computers will result in a loss of privileges.

The Library complies with the United States Copyright Law, and all other federal, state and local laws relating to the use of the Internet and other electronic media.

The Library is not responsible for work or information lost due to computer or system malfunction

Patrons may download information to their own external drives, while assuming all liability for computer virus or malware exposure that might occur.

To use the library's computers individuals must be library cardholders in good standing. Computer users will be asked to agree to the Technology Usage Policy when they apply for a library card. Parents may decide to allow their own children under the age of 18 computer access when they sign-up the child for a library card.

Visitors can use the computers under a Guest Account, if they show a valid ID each time they visit. (See circulation policy for possible ID options.) Residents of the City of Le Mars and Plymouth County will be asked to register for a library card.

Library staff members are not able to provide in-depth computer assistance but will answer questions and help users locate and use resources on the Internet as time allows.

Library staff are not allowed to complete online forms that contain personal data for an individual. Individuals not comfortable with keyboarding and using a computer are encouraged to bring a friend or family member to help them complete online forms.

Disruptive behavior at the computer stations will not be tolerated. The use of any audio, personal communication or computing device in a manner that is disturbing to other patrons is not allowed. Cell phone ringers should be set to silent or vibrate and device speakers muted, or headphones used.

If people needing to conduct a phone conversation while using the computer should notify the staff before starting a session. If possible, accommodations will be made to find a more isolated workstation.

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Application of policy guidelines:

- Anyone using our Internet service - including via wireless - is subject to the Library's Technology Use Policy and the Disruptive Behavior Policy.
- All computer users must present a current library card in good standing. "Good Standing" is defined by the Circulation Policy.
- Visitors can use the computers under a Guest Account, if they show a valid ID each time they visit and have a signed Technology Usage Policy on file. (See circulation policy for possible ID options.)
- Residents of Le Mars and Plymouth County will be asked to register for a library card to access the public computers.
- Two users per computer are allowed if space permits.
- Usage is limited to two hours per day. The library staff may adjust this limit.
- No reservations for computer work stations are accepted, unless deemed necessary by the staff.
- Computer access expires ten minutes before closing
Technology users are responsible for all print jobs they generate, even if the print outs are not as expected.
Print Fees: Black & White \$.20 per page
Copy, Color \$.50 per page
- Consequences of violating the Technology Usage Policy are:
1st violation - warning.
2nd violation - loss of privileges for three months.
- Consequences maybe changed based on the severity of the violation and at the discretion of the library staff.
- A request for exceptions to this policy can be submitted in writing to the Le Mars Public Library Board and will be considered at the next regular monthly meeting.