



Public Computer and Internet Use Policy

Purpose

This policy sets guidelines for using Lansing Community Library (LCL) computers, technology and LCL internet.

Guidelines

By using the Lansing Community Library (LCL) public computers, you indicate your acceptance of all the LCL rules and procedures regarding computer usage. A public computer is defined as any form of portable digital technology (laptops, tablets, other mobile devices, etc). Failure to use the public computers in accordance with the rules below will result in revocation of computer use privileges.

1. Users are required to sign-in at the Reservation Station before using the public computers. If the user does not have a library card, a temporary ID can be obtained at the circulation desk.
2. Users are responsible for giving up the workstation they are working on if someone is waiting and they have been on a workstation for 60 or more minutes.
3. Portable electronic devices provided by LCL may be used only when a Driver's License or similar identification is provided and may not leave the LCL building. Users 13 and under are not allowed to use a LCL loaner laptop.
4. Privately owned laptops may be used within the LCL, but users must abide by the guidelines set forth in the LCL Public Computer and Internet Use Policy.
5. Patrons must be at least 18 years old to borrow a wireless hotspot kit. Only one kit can be borrowed per household at a time. A Wireless hotspot agreement must be signed prior to kit checkout.
6. Public computers may not be used for illegal activities, including the harassment of others. Users may not misrepresent themselves when using the Internet.
7. Users must respect the privacy and sensibilities of others. Displaying or printing of sexually explicit or pornographic images of an essentially prurient nature is inappropriate for a public environment and is prohibited. LCL does not filter content on its computer systems.
8. Users may not install their own software on LCL computers.

9. Tampering with, altering, editing or damaging computer hardware and/or software will be grounds for revocation of computer privileges and may result in criminal charges and/or suspension of library privileges.
10. LCL reserves the right to limit the number of people at public computers.
11. LCL, at their discretion, reserves the right to ask users to leave.
12. Rude, abusive behavior or language will result in the permanent loss of computer privileges.
13. Users 13 years of age and under are required to have either a parental or guardian permission form on file with LCL, or a library card with internet use approval, in order to use the public computers and Internet.
14. Users 7 years of age and under may use a computer only with adult supervision.
15. Parental permission forms are waived if students are part of a supervised class. Teachers and tutors who bring students are responsible for and must supervise their students when they use the public computers.

Revision History

CHANGES	APPROVED BY	DATE
Amended & approved	BOT	2/26/20
Reviewed & revised	Policy Committee	2/8/23
Approved	BOT	2/13/23