

# Internet and Computer Use Policy

As part of the Newport Public Library's ("Library") commitment to serving the educational, informational, and cultural needs of the community, the Library provides public computer workstations and free wireless Internet access for all patrons and visitors. These computers offer Internet connectivity and productivity tools, including Microsoft Office.

## Access and Use

- Computers are available on a first-come, first-served basis and patrons must sign in using their own Library card number. By signing on to or using any public computer, patrons agree to abide by all Library policies and to follow staff instructions. Visitors without Library cards may obtain a guest login number at any public service desk.
- Wi-Fi access is provided over an open, unsecured network that does not require a password. Because this network is not encrypted, users should not expect communications to be private or secure and should avoid transmitting highly sensitive personal, financial, or confidential information when using the Library's Wi-Fi.
- It is the user's responsibility to protect their own devices, use secure websites (HTTPS), and if desired, additional security tools such as virtual private networks (VPNs).
- The Library values patron privacy; however, users should recognize that public computers are located in open areas. Computer screens and activity may be visible to others. Search histories are automatically cleared when computers reboot each day.
- Patrons may not install software or change any computer settings, including Internet, display, or desktop configurations. Only Library-licensed software may be used.
- Patrons must report computer malfunctions to staff and should not reboot a computer unless instructed to do so by a librarian.
- All public computers are regularly scanned with Windows Security. Patrons are expected to use only clean, virus-free storage devices.
- The Library is not responsible for damage to personal devices, loss of data, or unauthorized access to personal information that occurs while using Library computers or networks.
- Playing audio through the computer's speakers is not permitted; headphones must be used at all times.
- Computers automatically shut down 15 minutes before closing.

The following activities are prohibited:

- Using the Internet for unauthorized, illegal, or unethical purposes;
- Viewing, sending, or displaying obscene or sexually explicit material;
- Damaging or altering Library computers, software, or data;
- Installing software or using non-Library peripherals;
- Attempting to circumvent security or gain unauthorized access ("hacking");
- Disrupting or monitoring others' communications;
- Using another person's login credentials or network identification;
- Harassing, slandering, or libeling others online;
- Violating copyright or software licensing agreements;
- Using teleconferencing or other voice communication features on Library computers;
- Using web cameras or recording tools in ways that invade privacy or disrupt others.

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## Children's Internet Protection Act (CIPA)

In accordance with the Children's Internet Protection Act, all Library computers employ filtering software to block access to material that is obscene; constitutes child pornography; or is harmful to minors. Patrons should be aware that:

- Filters are not foolproof and may fail to block some objectionable sites.
- Filters may inadvertently block constitutionally protected content. Under the law, patrons age 18 and over may request that filtering be disabled, or that access to a blocked site be permitted for lawful purposes.
- Despite filtering, certain Internet content may be inappropriate for a public setting. Library staff have the authority to end an Internet session if displayed material is deemed disruptive or unsuitable for the Library environment.

## Saving and File Management

- Patrons should save files to a USB flash drive or cloud service such as Google Drive or iCloud.
- Files saved to Library computer hard drives are not secure and are deleted whenever a computer is rebooted or shut down.
- The Library is not responsible for files saved to its computers and will not conduct searches for deleted files.
- Because Library computers are a shared resource, it is important to log out of all personal accounts before ending your computer session.

## Printing

Printing costs are 15¢ per black-and-white page and 30¢ per color page, regardless of paper source. Library printers use standard weight 8.5 x 11 size paper only. Patrons who wish to print on user-provided paper (such as resume paper) must obtain approval from Library staff. Patrons should always use Print Preview before sending a print job. The Library will only issue refunds in the event of printer malfunction.

## Assistance

Service desk staff have limited availability to assist users with basic computer operation. The Library offers a variety of computer instruction courses and one-on-one training sessions and we encourage Library users to take advantage of these sessions should they wish to improve their computer skills. Library staff are unable to process financial and personal transactions on behalf of library patrons

## Children's and Teen Computers

- Computers in the children's area of the Library are for children's use only. No adults may use these computers unless they are a parent/legal guardian/caregiver accompanying a child.
- Computers in the teen area are restricted to individuals under age 18 any time when school is not in session (i.e., weekends, holidays, and after 2 pm on weekdays during the school year).

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- Parents and guardians are responsible for supervising their children's Internet use. The Library encourages parents to visit [SafeKids.com](https://www.safekids.com) and other online safety resources, and to discuss responsible online behavior with their children.

Violations of this policy may result in the suspension of computer use privileges or expulsion from the Library. Unlawful activities will be dealt with in a serious and appropriate manner.

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Approved by the Newport Public Library Board of Trustees on November 20, 2025.