

**Geauga County Public Library  
Operating Policy Manual**

SECTION: COMPUTER USE AND INTERNET POLICY  
NUMBER: 696  
EFFECTIVE DATE: APRIL 19, 2022

**USAGE GUIDELINES AND RESTRICTIONS**

In accordance with state and federal laws, internet access from the library's public computers and wireless network are filtered to screen out sexually explicit websites. Internet access via a library provided wireless connection from a patron's own computer or device is also filtered. Usage of Geauga County Public Library computers, Wi-Fi, and technology resources must be in accordance with all local, state, and federal laws.

- Viewing sexually explicit material on a computer in the library may be considered disruptive behavior or sexual harassment if it disturbs or has the potential to disturb others. Library users may be asked to discontinue viewing of the disturbing material, or leave the building.
- Users may not move or unplug our equipment or cables for any reason.
- Users may not make any effort to bypass security features of the library computers, software or network resources.
- Users are prohibited from misrepresenting themselves as another user; attempting to modify or gain access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system, or damaging or altering software components of any network resource or database.
- We do not assume liability for the reliability of the local network, the internet, or the content or accuracy of information found within. Users are responsible for scrutinizing information on the internet for reliability and point of view.
- Parents of minor children must assume responsibility for their children's use of the internet through the library's connection. Parents are encouraged to supervise their children's internet session.
- Users in violation of this policy may be subject to penalties, including but not limited to, verbal warnings, loss of use of library computers and network resources, and suspension from facility.

**WIRELESS ACCESS (Wi-Fi)**

As with most wireless networks, any information being sent or received over our wireless network could potentially be intercepted by another wireless user. Wireless users should not transmit their credit card information, passwords, or any other sensitive personal information while using any public wireless access point. Users should have no expectation of privacy when using the public wireless network.

Users assume all risks and responsibilities associated with connection to the unsecured public Wi-Fi network including, but not limited to loss of personal information and security issues or consequences caused by viruses or hacking.

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It is the responsibility of all wireless access users to have up-to-date virus protection on their personal laptop computers and wireless mobile devices.

Library staff may provide technical assistance with laptops, notebooks, or mobile devices. We assume no responsibility for mobile device configurations, security or changes to data files resulting from connection to our network and cannot guarantee that a user's hardware will work with our wireless connection.

We have tried to ensure wireless access is available throughout our public facility areas. However, users may encounter occasional "dead spots" where wireless reception may be limited or too many users are attempting to access from a particular access point. If you have trouble accessing the internet or staying online, please move to a different location within the library.

**FILTERS**

We use a filtering application to screen public computers having internet access. Filters are not foolproof. Filtered sites may slip through controls and at other times, filters may block unintended sites. Filters can be overridden by library staff to permit access for research, educational, and work resources. Geauga County Public Library expressly abrogates responsibility for the effectiveness of its filtering software application.

Revised	April 19, 2022
Revised	September 20, 2016
Revised	January 21, 2014
Revised	March 21, 2006
Revised	January 16, 2001
Revised	September 19, 2000
Revised	August 17, 1999
Revised	August 12, 1997
Approved	January 14, 1997