COMPUTER, TECHNOLOGY EQUIPMENT, AND INTERNET USE

I.   PURPOSE

This policy outlines the appropriate use of Skokie Public Library's computers, technology equipment, and internet services to ensure a safe, respectful, and productive environment for all patrons.

II.   SCOPE

This policy applies to all individuals using:
*   Library-owned technology equipment, including computers, printers, scanners, audiovisual equipment, and tools for creative and technical projects.
*   Devices loaned by the library.
*   The library's wireless internet network and digital resources accessed via the library network.

III.   RESPONSIBLE USE

All users must also comply with the **Appropriate Library Use Policy**, other relevant library policies, and all applicable federal, state, and local laws.

Users must:
*   Treat library equipment with care and respect.
*   Use technology in accordance with manufacturer guidelines.
*   Comply with software licensing agreements and copyright laws.
*   Avoid disruptive behavior and respect the rights of others.
*   Follow posted time limits and log out of all accounts before leaving a session.

The library may restrict access to certain equipment (e.g., in The Studio) based on safety considerations.

IV.   PRIVACY AND SECURITY

In accordance with the Patron Privacy and Confidentiality Policy, and consistent with state and federal law, the library protects users' rights to privacy and the confidentiality of their library records. To the greatest extent possible, the library avoids collecting or maintaining records that could compromise the privacy of users. The library will not release a patron's internet usage records except as may be required by law.

The library does not guarantee the privacy or security of any online activity conducted by patrons via its computers or internet network. Users should:
- Avoid sharing personal or sensitive information.
- Be aware that online activity may be visible to others in a public setting.
- Understand that the library is not responsible for data loss, theft, or damage to personal devices.

V.   INTERNET DISCLAIMER

The library provides access to the internet as a public service but does not control or endorse the content found online. The library assumes no responsibility for any damages, direct or indirect, arising from the use of its network to access the internet. The library makes no guarantee regarding the quality or accuracy of content available on the internet through its network. Users should:
- Exercise critical judgment when evaluating online information.
- Seek assistance from library staff when needed.

Some internet content may be inaccurate, outdated, or incomplete. Users access it at their own discretion.

The library supports open access to information for all patrons, regardless of age.
- Parents and caregivers, not library staff, are solely responsible for monitoring and guiding their children's internet use.
- It is the responsibility of parents to warn their children of the inherent dangers of disclosing or disseminating personally identifiable information through Internet resources.
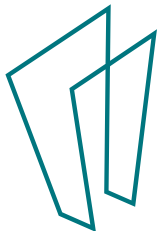- The library does not filter internet content.

VI.   ARTIFICIAL INTELLIGENCE TOOLS

Artificial intelligence ("AI") technologies have the potential to enhance library patron experience while using library computers, equipment, and networks. However, the use of AI also presents unique privacy and security concerns. The library encourages patrons to learn more about AI tools that may be available through the Internet and other resources in order to exercise judgment while using these tools.

VII.   UNACCEPTABLE USE

Examples of prohibited activities include, but are not limited to:
- Disruptive behavior affecting library operations, staff, or patrons (see Appropriate Library Use Policy)
- Intentional installation or propagation of computer viruses, malware, or spyware
- Violating another user's privacy
- Copyright infringement or illegal downloading
- Attempting to bypass security settings or access restricted systems

- Tampering with, damaging, or stealing library equipment

The library reserves the right to ask users to stop displaying content that is disruptive to the orderly operation of the library or other patrons.

VIII.   CONSEQUENCES OF VIOLATIONS

Failure to comply with this policy may result in:
- Suspension or revocation of technology and internet privileges
- Temporary or permanent loss of library access
- Referral to law enforcement for illegal activities

Any remedial steps taken by the library will be in accordance with the procedures outlined in the Appropriate Library Use Policy.

Adopted by the Skokie Public Library Board of Trustees, June 11, 2025