

# Hialeah Public Libraries Computer and Internet Use Policy

Last revised November 2021

## Computer / Laptop Use

The Library offers desktop computers and laptops with Internet access that can be used by patrons with a Library Card. In addition to Internet access, all desktop computers and laptops have Microsoft Office and USB ports. All branches offer free Wi-Fi for visitors to use on their personal wireless-enabled devices.

You must have a library card to use the computers. Library Cards can be obtained at the Circulation and Reference Desks.

**Session time:** A Library Card provides access to a 90-minute session, which can be extended for 30 minutes for a total maximum daily session of 120 minutes. **Due to the COVID-19 pandemic and social distancing measures established, the 30-minute extension is only available to patrons filling out applications for unemployment benefits or other social services.**

Computers / laptops will shut down automatically 15 minutes before closing time.

## Mobile Hotspot Use

Hialeah Public Libraries has received funding from the [Federal Emergency Connectivity Fund](#) (ECF) to purchase mobile hotspots. Any ECF supported equipment and services can only be provided to patrons who declare they do not have access to the equipment or services sufficient to access the internet.

## Printing and Photocopying

Public access printers and copy machines are available at all branches.

Black and white printouts and photocopies are 20¢ per page. Color printouts and photocopies are 50¢ per page.

**Scanning stations** and **Faxing services** are available at all branches

## Internet Safety Education

[The Federal Trade Commission's Privacy, Identity and Online Security](#) webpage offers useful Internet and online safety tips and resources for adults and children. This information is available in [English](#) and [Spanish](#).

- Public libraries and all users of library computer resources and the Internet must comply with the Federal Child's Internet Protection Act effective April 20, 2001 (47 USC 254 (h) and FCC (Federal Communications Commission) Final Rule 47 CFR Part 54 and FCC Second CIPA Order (FCC 03-188 effective August 14, 2003)

- Library computers are equipped with software to filter and block access to content as defined by state and federal laws
- Minor users may not use library computers for viewing, sending or receiving materials which are lawfully determined to be harmful to minors
- Users may not make unauthorized disclosure of, use of, or dissemination of a minor's personal information by means of the Internet, e-mail or other electronic technology
- A minor must have the authorization of their parent or guardian to disclose their personal information
- For personal safety, users must be cautious when using e-mail, chat rooms, instant messaging, discussion groups and all other forms of communication
- Under Florida Statute Chapters 847.011(1)(a), 847.0133, 857.0135, 847.0137, 847.0138 the display of obscene materials to minors, viewing child pornography and the printing of such materials is illegal and punishable

## **Computer and Wireless Use**

By choosing to log on to the Library's network, users agree to abide by the HPL' Computer and Internet Use Policy. Users of Library resources must comply with federal and state laws and Library rules and policies. Examples of applicable laws, rules and policies include:

- Computer Crimes Act Chapter 815, Florida Statutes
- Federal Electronic Communications Privacy Act
- Federal Computer Fraud and Abuse Act which prohibits hacking, cracking and similar activities
  - Fraud, including using another person's library card to obtain computer use time
  - Threats of violence/endangerment of others, obscenity, child pornography, gambling, and harassing communications as defined by law
  - Violation of US copyright laws
  - Violation of software license agreements
  - Intentional propagation of computer viruses
  - Attempting to change Library computer equipment, software settings, or files belonging to the Library, other users, or external networks and Web sites
  - Attempting, or assisting, unauthorized access to any library computer system or other network or external system

Anyone who violates these rules may be asked to leave the premises.

## **Limits and Disclaimer**

- Staff members are not permitted to give legal, financial, or medical advice and are not case workers
- Staff members can assist patrons in finding E-Government materials that pertain to a specific subject in order to enable patrons to make informed

decisions; however, Library staff cannot advise patrons as to the actions needed to obtain government services

- Library staff cannot complete or submit forms for patrons
- HPL is not responsible for the content found on other government agencies' websites, for any failure in transmission of online applications or forms to other government agencies, or for accurate submission of forms or information
- HPL cannot guarantee that other government agencies receive forms or information submitted from library computers or act on them appropriately. No agreement or contract is created between the patron and the library staff or the library system
- HPL assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the Library's network
- The Library's wireless network is a public, not secure network. Information sent from or to your laptop can be captured within three hundred feet
- Library staff is not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection

## **Privacy**

- Patrons are advised to keep documents containing personal information secure and private
- Patrons should be aware and careful when providing personal information using library computers, completely exiting websites and closing the web browser when finished
- Patrons are urged to collect all of their documents from around the computer and printer
- HPL takes measures to secure our network, but cannot guarantee against all security intrusions