



# Internet and Public Computer Use Policy

**For:** The Stormont, Dundas and Glengarry  
County Library Board

**Policy No.:** OP-15

**Policy Type:** Operational

**Effective Date:** February 12, 2026  
**Date of Last Revision:** June 11, 2020  
**First Approved:** April 24, 2009

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## 1. Purpose

The purpose of this policy is to balance the provision of internet access to SDG Library users while ensuring that Internet use conforms with all applicable laws, and the SDG Library is maintained as a welcoming and supportive environment, free from discrimination and harassment.

This policy applies to all users of SDG Library's internet and technology services, including public computers, wireless networks, and any devices connected to these services. It applies across all library branches and covers both in-library use and use via mobile devices within library service areas.

## 2. Definitions

"Caregiver" means parents, guardians, teachers, relatives (over the age of 12) who are directly responsible for the care and wellbeing of the Child, while in the SDG Library.

"Child/Children" means all persons who are under twelve (12) years of age.

## 3. Use of Public Computers

- 3.1. Patrons must respect the privacy of others when using the SDG Library's public computers.
- 3.2. The SDG Library reserves the right to ask individuals to refrain from displaying disturbing or offensive imagery.
- 3.3. Patrons will be automatically logged off the SDG Library's public computers when the session expires or becomes inactive. In accordance with SDG Library's Online Privacy and Access to Information Statement, the browsing history will be cleared, and all files saved to the public computer will be deleted and non-recoverable upon logging out.
- 3.4. The SDG Library reserves the right to set time limits or ask patrons to limit their time while using public computers. Staff may adjust public computer usage time as necessary to ensure equitable access.
- 3.5. Specific equipment, software, and functionality may vary from branch to branch, and availability is not guaranteed.
- 3.6. Access to public computers will be terminated within five (5) minutes of the branch closing.



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## 4. Internet and Public Computer Use by a Child

- 4.1. A child's access to and use of internet and public computer usage is the responsibility of the caregiver. SDG Library staff do not assume a supervisory role over a child's internet use.
- 4.2. A child's caregiver is responsible for any damage that may result from a child's use of a public computer.

## 5. Liability

- 5.1. The SDG Library does not manage the content of information accessed through internet service and assumes responsibility solely for the information provided on Library-developed websites, apps and other digital products. The SDG Library is not responsible for the content of links or secondary links from its website or third-party vendors.
- 5.2. The SDG Library assumes no responsibility for direct or indirect claims, damages, or costs sought by users or third parties arising from use of the SDG Library's internet services.
- 5.3. The SDG Library's wi-fi network is an unsecured connection. Use of the network is at the user's own risk. As such, the SDG Library assumes no responsibility for any compromised information or loss through use of the public wi-fi network. This includes, but is not limited to electrical surges, disruption of wireless service, loss or theft of equipment, security issues, hacking or viruses.

## 6. Compliance

- 6.1. SDG Library staff are authorized to end a patron's public computer usage session if they are disturbing others or are in violation of this policy or the SDG Library's Code of Conduct Policy.
- 6.2. Patrons who misuse the SDG Library's internet or public computers may have their library privileges restricted or suspended. This includes but is not limited to using the internet or public computers for unlawful purposes or installing, modifying or deleting software.
- 6.3. Users must comply with all applicable legislation, including but not limited to copyright laws, privacy laws, licensing agreements, and other intellectual property rights. The SDG Library is not responsible for infringement of these laws.

## 7. Staff Assistance

- 7.1. The SDG Library is committed to helping patrons use or learn about available technology. SDG Library staff are available in all branches to provide basic technology assistance, such as help with logging in, navigating Library websites and resources, and using Library equipment. Staff cannot provide in-depth technical support, troubleshooting of personal devices, or ongoing one-on-one instruction.
- 7.2. SDG Library staff may decline to help in situations that involve the disclosure of private information or are in violation of the SDG Library's Code of Conduct Policy.



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## 8. Related Documents

SDG Library's Code of Conduct Policy (Policy No. OP-17)  
SDG Library's Generative AI Policy (Policy No. OP-18)  
SDG Library's Online Privacy and Access to Information Statement