

Section 4 Technology & Internet Policies

Section 4 outlines the Leon Valley Public Library's policies governing access to and use of library-provided technology, internet services, and digital resources. These policies are designed to support equitable access to information, promote responsible and lawful use of technology, protect patron privacy, and ensure the security and integrity of library systems. By establishing clear expectations for technology use, the library seeks to balance open access with the safe, efficient, and respectful use of shared digital resources for all patrons.

Policy 1 TI-202503-A Public Computer & Wi-Fi Access Policy

I. Overview			
Policy Title:	Public Computer & Wi-Fi Access Policy	Policy ID:	TI-202503-A
Category:	TI, Technology & Internet Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
Last Review:	01.08.2026	Next Review	
Version	1.5		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

II. Purpose
A short, clear statement of why this policy exists.

The Leon Valley Public Library provides public computers and wireless internet access to support digital literacy, research, education, employment needs, and communication. This policy establishes guidelines for the responsible and equitable use of library-provided technology resources while ensuring compliance with applicable laws and maintaining a safe and welcoming environment for all patrons.

III. Scope
Defines where and to whom the policy applies.

This policy applies to all patrons, visitors, and guests who use public computers, library-provided devices, or wireless internet (Wi-Fi) services on library property, regardless of age, residency, or library card status.

Use of library technology constitutes acceptance of this policy, the Library Code of Conduct, and all applicable local, state, and federal laws.

IV. Policy Statement
Defines where and to whom the policy applies.

Public Computer Access

- Public computers are available on a **first-come, first-served basis**.
- A valid Leon Valley Public Library card may be used to log in to public computers.
- Guest passes may be issued for visitors who do not have a library card.
- Computer sessions may be time-limited when demand is high to ensure equitable access.
- Patrons must save work to personal storage devices or cloud-based services; **files saved to library computers will be automatically deleted upon logout or session expiration**.

- The library is not responsible for lost work due to computer malfunctions, power outages, or automatic session timeouts.

Wi-Fi Access

- The library provides **free, unsecured Wi-Fi** for public use within the library.
- No library card is required to access Wi-Fi.
- The library does not guarantee the **speed, reliability, or availability** of its wireless network.
- Patrons are responsible for configuring, maintaining, and securing their own devices and data while using library Wi-Fi.

Internet Use & Restrictions

- The library complies with the **Children's Internet Protection Act (CIPA)** and filters internet access on public computers used by minors under the age of 17.
- Patrons must comply with all local, state, and federal laws while using library computers or Wi-Fi.
- Viewing, transmitting, or downloading obscene, illegal, or harmful materials is prohibited.
- **Use of library technology may not interfere with library operations or the ability of others to use library resources.**
- The library reserves the right to terminate a computer session or Wi-Fi access if a patron's activity is deemed inappropriate, disruptive, or in violation of library policies.

Privacy & Liability

- The library does not intentionally monitor, track, or retain individual browsing histories; however, **complete privacy cannot be guaranteed** when using public computers or Wi-Fi.
- Library staff may provide **basic assistance** with logging in, printing, or navigating general software but cannot provide in-depth technical support, diagnose personal devices, or recover lost data.
- Patrons use library technology **at their own risk**. The library is not responsible for damage to devices or data loss resulting from internet use, including exposure to malware, hacking, or security breaches.

Enforcement & Consequences

- Patrons who violate this policy may have their public computer or Wi-Fi access temporarily or permanently suspended.
- Repeated or serious violations may result in loss of library privileges in accordance with the Library Code of Conduct.

- Illegal activities conducted using library technology may be reported to law enforcement.

V. Definitions	
Clarifies any terms, acronyms, or library-specific jargon.	
Term	Definition
Guest Pass	Temporary access credentials issued to patrons who do not possess a valid Leon Valley Public Library card.
Minor	An individual under the age of 18.
Public Computer	Any computer or device owned or managed by the library and made available for patron use.
Session	A single period of continuous computer use, which may be limited in duration based on demand.
Wi-Fi (Wireless Internet)	Internet access provided by the library for use on personal devices within library premises.

VI. Roles & Responsibilities
Who is responsible for following, enforcing, or maintaining this policy?

VII. Related Documents & References		
Include links or filenames for Policies, SOPS, forms or templates, system manuals		
Document Name	Location or Link	Notes
Internet Safety Education & Guidelines (TI-202503-B)	URL included after approved by Council	Provides guidance referenced when patrons use public internet access.
Confidentiality, Privacy, & Information Security Policy (MG-202503-C)	URL included after approved by Council	Governs handling of patron data generated through computer and Wi-Fi use.
Library Equipment & Technology Use Policy (TI-202503-C)	URL included after approved by Council	Applies to physical devices used to access computers and Wi-Fi.
Library Code of Conduct (MG-202503-B)	URL included after approved by Council	Conduct expectations apply during computer and Wi-Fi use.
SOP – Needed: Public Computer Session Management		Describes time limits, reservations, and enforcement referenced in this policy.

VIII. Revision History				
Track the changes made over time				
Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

IX. Appendices & Attachments

Checklists, screenshots, flowcharts, or sample forms that support the procedure.

Document Name	Location or Link	Notes
Internet Use Agreement		Documents patron acknowledgment of acceptable use conditions.

Policy 2 TI-202503-B Internet Safety Education & Guidelines

I. Overview			
Policy Title:	Internet Safety Education & Guidelines	Policy ID:	TI-202503-B
Category:	TI, Technology & Internet Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
Last Review:	01.08.2026	Next Review	
Version	1.5		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

II. Purpose
A short, clear statement of why this policy exists.

The Leon Valley Public Library is committed to promoting internet safety by providing resources, education, and best practices for safe and responsible internet use. This policy outlines guidelines for patrons of all ages to protect their personal information and use the internet securely **while accessing library-provided technology and networks.**

III. Scope
Defines where and to whom the policy applies.

These guidelines apply to all patrons using library-owned computers, devices, Wi-Fi networks, and digital resources, whether accessed independently or with staff assistance. This policy is educational in nature and does not replace individual responsibility for personal cybersecurity practices.

IV. Policy Statement
Defines where and to whom the policy applies.

General Internet Safety Guidelines

Do not share personal information, such as addresses, phone numbers, or financial details, over the internet.

Use strong, unique passwords for online accounts and avoid using public computers to access sensitive information.

Be cautious when downloading files or clicking on links from unknown sources.

Log out of accounts and close browser windows when finished using public computers.

Patrons are encouraged to use discretion when entering personal data on shared or public devices.

Children's Internet Safety

Parents and guardians are encouraged to monitor their child's internet use.

The library complies with the Children’s Internet Protection Act (CIPA) and filters internet access for minors under 17.

Children should never share personal information online or communicate with strangers on the internet.

Library staff can provide guidance on child-friendly educational websites and safe browsing practices.

Parents and guardians, not library staff, are responsible for supervising minors’ internet use at all times.

Cybersecurity & Online Privacy

Patrons should be aware of phishing scams, fraudulent websites, and online threats.

Avoid accessing personal banking or sensitive accounts on public Wi-Fi networks.

Enable two-factor authentication (2FA) for online accounts when possible.

Use privacy settings on social media to control personal information sharing.

The library does not monitor, track, or retain records of individual internet activity beyond what is required by law or necessary for system maintenance.

Digital Literacy & Internet Education

The library provides digital literacy resources, including books, online courses, and workshops on safe internet use.

Staff are available to assist patrons with basic internet safety questions but cannot provide personal IT support.

Recommended resources for internet safety education are available upon request.

Library staff may offer general guidance but cannot diagnose technical issues, remove malware, or provide cybersecurity services.

V. Definitions	
Clarifies any terms, acronyms, or library-specific jargon.	
Term	Definition
Filtering Software	Technology used to restrict access to visual content deemed harmful to minors, as required by federal law.
Internet Safety	Practices that help protect users from online risks, including identity theft, malware, scams, and privacy violations.
Minor	An individual under the age of 18.
Public Computer	Any computer or device owned or managed by the library and made available for patron use.

VI. Roles & Responsibilities
Who is responsible for following, enforcing, or maintaining this policy?

Patrons

Patrons are responsible for using the internet in a safe, legal, and informed manner while accessing library computers, networks, and digital resources. Patrons assume all risks associated with online activity, including exposure to inappropriate content, data loss, identity theft, malware, or fraud. The library does not monitor individual internet use beyond what is required by law, and patrons are encouraged to take appropriate precautions to protect their personal information and online privacy.

Parents and Guardians

Parents and guardians are responsible for supervising and guiding their child's internet use while in the library. While the library complies with the Children's Internet Protection Act (CIPA) by filtering internet access for minors, no filtering system is completely effective. Parents and guardians are encouraged to educate children about safe online behavior and to determine what level of internet access is appropriate for their family.

Library Staff

Library staff provide general assistance related to internet access and may offer guidance on basic internet safety practices and age-appropriate online resources. Staff do not monitor individual patron activity, supervise minors' internet use, or provide personal technical support, cybersecurity services, or device repair. Assistance is limited to general information and support within the scope of library services.

Library Administration

Library administration is responsible for ensuring compliance with applicable federal, state, and local laws related to internet access and safety, including CIPA requirements. Administration oversees the implementation of this policy, maintains access to digital literacy resources, and ensures that library staff are informed of their roles and responsibilities related to internet safety education.

VII. Related Documents & References		
Include links or filenames for Policies, SOPS, forms or templates, system manuals		
Document Name	Location or Link	Notes
Document Name	Location or Link	Notes
Public Computer & Wi-Fi Access Policy (TI-202503-A)	URL included after approved by Council	Establishes the access environment in which these guidelines apply.
Children's & Unattended Minors Policy (LF-202503-A)	URL included after approved by Council	Addresses supervision considerations related to minor internet use.
Caregiver Policy (LF-202503-B)	URL included after approved by Council	Clarifies adult responsibility when

		minors access the internet.
Children's Internet Protection Act (CIPA)	https://www.fcc.gov/consumers/guides/childrens-internet-protection-act	Federal framework referenced for filtering and safety education.
SOP – Needed: Internet Safety Instruction & Resources		Describes how safety information is delivered to patrons.

VIII. Revision History				
Track the changes made over time				
Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

IX. Appendices & Attachments		
Checklists, screenshots, flowcharts, or sample forms that support the procedure.		
Document Name	Location or Link	Notes
Internet Safety Resources Handout		Provides educational material referenced in these guidelines.

Policy 3 TI-202503-C Library Equipment & Technology Use Policy

I. Overview			
Policy Title:	Library Equipment & Technology Use Policy	Policy ID:	TI-202503-C
Category:	TI, Technology & Internet Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
Last Review:	01.08.2026	Next Review	
Version	1.5		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

II. Purpose
A short, clear statement of why this policy exists.

The Leon Valley Public Library provides access to library-owned equipment and technology to support **digital literacy, education, workforce development, creativity, and research**. This policy establishes guidelines for the **responsible, equitable, and lawful use** of library equipment and technology resources by the public.

This policy is intended to satisfy the Texas State Library and Archives Commission (TSLAC) requirements for a written technology use policy under 13 Texas Administrative Code (TAC) §1.77 and aligns with the Children’s Internet Protection Act (CIPA).

III. Scope
Defines where and to whom the policy applies.

This policy applies to all patrons using library-owned equipment, technology resources, networks, or infrastructure within library facilities or through library-provided access, including but not limited to public computers, printers, scanners, Wi-Fi, and specialized technology.

Use of library technology constitutes acceptance of this policy and all related library policies.

IV. Policy Statement
Defines where and to whom the policy applies.

General Guidelines

Library equipment and technology are available for public use on a **first-come, first-served basis**, unless otherwise noted.

Equipment may not be removed from the library unless explicitly permitted under a separate lending or equipment checkout policy.

Patrons must comply with all library policies while using library technology, including the Code of Conduct and Internet Use policies.

The library is not responsible for **loss of data, privacy breaches, or damage to personal files or devices** resulting from the use of library equipment or networks.

Library technology may not be used for unlawful activities, harassment, disruption of library operations, or actions that compromise the security, integrity, or functionality of library systems. **All use must comply with applicable local, state, and federal laws, including CIPA.**

Public Computers & Printing

Public computers are available for research, educational, and personal use **in accordance with this policy and all applicable library policies.**

Printing is available for a fee as outlined in the Library Fee Schedule.

Patrons are responsible for reviewing documents prior to printing; **refunds will not be issued for user errors, formatting issues, or incorrect print jobs.**

Computer sessions may be limited in duration or availability to ensure equitable access for all patrons.

Specialized Equipment

The library may provide access to specialized technology such as scanners, audiovisual equipment, projectors, or makerspace tools.

Certain equipment may require advance reservations, staff assistance, or completion of basic orientation or safety guidelines prior to use.

Patrons must use all equipment responsibly and **immediately report malfunctions, damage, or safety concerns to library staff.**

Wireless & Personal Device Use

The library provides free Wi-Fi access for public use, subject to the Public Computer & Wi-Fi Access Policy.

Patrons may use personal devices within the library; however, the library is not responsible for **lost, stolen, or damaged personal equipment.**

Charging stations may be available for public use; **patrons use them at their own risk and should remain with personal devices while charging.**

Enforcement & Patron Responsibility

Misuse of library equipment or technology may result in **temporary or permanent suspension of technology privileges**, depending on the severity and frequency of violations.

Patrons are financially responsible for damage to library equipment resulting from negligence, intentional misuse, or failure to follow staff instructions.

Illegal activities conducted using library technology may be reported to law enforcement and may result in immediate loss of access to library services.

V. Definitions	
Clarifies any terms, acronyms, or library-specific jargon.	
Term	Definition
Children's Internet Protection Act (CIPA)	A federal law requiring public libraries receiving certain federal funds to implement internet safety policies and technology protection measures to protect minors from harmful online content.
Filtering Software	Technology used to restrict access to visual depictions or online content that is obscene, constitutes child pornography, or is harmful to minors, as required by CIPA.
Library Equipment	Any technology, devices, or tools owned, leased, or maintained by the Leon Valley Public Library for public or staff use, including computers, printers, scanners, audiovisual equipment, and specialized technology.
Library Network	The wired and wireless infrastructure provided by the Leon Valley Public Library to support internet access and internal technology services.
Personal Device	Any technology device owned by a patron, including but not limited to laptops, tablets, smartphones, or wearable technology.
Public Computer	A library-owned computer workstation made available for patron use for research, educational, and personal purposes.
Specialized Equipment	Library-owned technology requiring specific handling, staff assistance, training, or reservations prior to use, such as scanners, projectors, audiovisual equipment, or makerspace tools.
Technology Privileges	Permission granted by the library to access and use library equipment, networks, and technology resources, subject to compliance with library policies.
Wi-Fi (Wireless Internet)	Internet access provided by the library for use on personal devices within library premises.

VI. Roles & Responsibilities
Who is responsible for following, enforcing, or maintaining this policy?

Patron Responsibilities

Patrons are responsible for using library equipment and technology in a lawful, respectful, and responsible manner. Patrons must follow posted guidelines, comply with staff instructions, protect their personal information, and promptly report equipment issues or concerns. Patrons are also responsible for any damage caused by improper or negligent use.

Library Staff Responsibilities

Library staff are responsible for providing reasonable assistance with library equipment, enforcing this policy consistently, monitoring for misuse, and taking appropriate action when violations occur. Staff may restrict access to equipment or technology to protect library resources, ensure patron safety, or maintain equitable access.

Library Director Responsibilities

The Library Director is responsible for the overall administration of this policy, including interpretation, approval of exceptions, coordination with applicable laws and regulations, and final determinations regarding suspension or revocation of technology privileges.

VII. Related Documents & References		
Include links or filenames for Policies, SOPs, forms or templates, system manuals		
Document Name	Location or Link	Notes
Public Computer & Wi-Fi Access Policy (TI-202503-A)	URL included after approved by Council	Governs use of equipment providing computer and internet access.
Copyright Policy (MG-202505-C)	URL included after approved by Council	Applies to use of equipment capable of copying or reproducing materials.
Incident Report & Documentation Policy (MG-202512-A)	URL included after approved by Council	Used when equipment misuse or damage occurs.
SOP – Needed: Equipment Checkout, Damage, & Loss		Describes procedures referenced for equipment handling and assessment.

VIII. Revision History				
Track the changes made over time				
Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

IX. Appendices & Attachments		
Checklists, screenshots, flowcharts, or sample forms that support the procedure.		
Document Name	Location or Link	Notes
Equipment Use Agreement		Documents conditions for using library equipment.
Damage Assessment Checklist		Used when evaluating equipment condition under this policy.