



Administrative Policy

Policy Title:	Guest User, Computer and Internet
Policy Number:	1608
Date Adopted:	5/20/2015
Version:	2.0
Review Cycle:	Biennial
Date Last Reviewed:	12/10/2015
Office Responsible:	Library
Reviewing Committee:	Academic Council
Related Policies:	Responsible Use Policy
Related Laws:	Children's Internet Protection Act, Michigan Privacy Act

Policy Summary: Guest User, Computer and Internet

This policy outlines guest user access to computers and the Internet at Jackson College's Atkinson Library. While not a public library, Atkinson Library serves the public, giving community members access to library resources and services. Offering free access to computers and to the Internet supports the library mission of promoting lifelong learning. This policy is designed to ensure that the access available through Jackson College meets state and federal mandates regarding Internet usage, protects user privacy, and allows Jackson College to maintain computer security. Guest users of library computers are also bound to the college's Information Technology Responsible Use Policy.

Scope

The Guest User Computer and Internet Access Policy applies to guest users at Atkinson Library who want computer and Internet access. This includes visitors to campus and members of the public from Jackson County and surrounding areas who use computers and access the Internet from the Information Commons (IC).

Definitions

CIPA: Children's Internet Protection Act, a federal law passed on April 20, 2001, which requires Internet access for minors be filtered at institutions receiving Library Services and Technology Act funds or Title III funds.

Guest Internet Access: This term refers to the ability of non-Jackson College students, both community members and guests of the College, to access computers and the Internet in Atkinson Library at no cost and without intervention by library staff.

Michigan Privacy Act: Michigan law that restricts Internet usage by minors.

Minor: A designation that applies to anyone under the age of 18.

Merit Network: The Merit Network is Jackson College's Internet service provider.

Policy Statement

Jackson College's Atkinson Library offers free computer and Internet access to guest users over the age of 18 in the library's Information Commons (IC). Guest users may also access wifi on their own devices. Guests include community members (individuals who do not possess a valid Jackson College username and password) and visitors to campus.

Exclusion of Minor Users: Guest user access is not provided to minors, as their use of the Internet must be filtered as mandated by the Children's Internet Protection Act (CIPA), a federal legislation passed in 2001, and Michigan's Library Privacy Act. This restriction does not apply to dual-enrolled college students. As an institution of higher learning, Jackson College does not filter its Internet access, in support of academic freedom and intellectual pursuits consistent with scholarly research. Merit serves as Jackson College's internet service provider.

Login Requirements: Guest users must be logged into a computer by a library staff member using a code provided by the information technology (IT) department. Guest users must sign in on a guest user sign-in sheet at the library reference desk and show a copy of either a driver's license or state-issued ID. Guest access to wifi requires contacting a library staff member, as these access codes are individually generated. Library staff will enter the wifi access code on the guest users' device. Wifi access also requires guests to sign-in and show an appropriate ID. The use of sign-in is required to ensure compliance with legal disclosure requests and to support IT security requirements.

Printing and Guest Users: Guests wanting to print are charged 10 cents a page and must print materials from one of the library reference desk computers. The guest user login does not allow for printing from the IC computers. Users needing assistance with printing should contact a library staff member. Flash drives are available to assist in this process. Payment for copies is made at the library circulation desk. Printing is not possible from guest devices.

Guest Users and Priority Use: Members of the Jackson College community (administration, faculty, students and staff) are the priority users of Information Commons computers. Guest users may be denied access or asked to forfeit use during periods of peak demand. Library staff will communicate this need to guest users.

Guest Users and Privacy: the library respects the rights of guest users to access any and all information, except that which violates law. The library does not regulate guest user access and supplies information regarding guest users only as required by law enforcement or by the Jackson College information technology department. While the library honors guest users' right to privacy, users need to understand that Atkinson Library is a public space and the expectation of privacy is limited.

Guest Users and Unacceptable Use: Guest users must abide by all local, state and federal laws related to the use of computers and the Internet. Violations will result in suspension of guest user privilege. See the Jackson College Responsible Use Policy for detailed information.

Date Of Change	Description of Change	Responsible Party
05/20/2015	New Policy, 1.0	S. Davis
12/10/2015	Update for style guide	D. Schissler