

Public-Access Technology and Internet Acceptable Use Policy

SCL Effective Date: 7/21/2021

Somerset County Library (SCL) is committed to the promotion of lifelong learning. As part of that commitment, the Library will provide free public access to the diverse and unique resources available on the Internet as well as free access to premium content licensed for use by Somerset County Library patrons.

GENERAL INFORMATION

1. Information available through the Internet may be protected by copyrights or trademarks. Transmission of copyrighted or pornographic material in violation of any federal or state regulation is prohibited.
2. Patrons should be aware that the Internet contains offensive material. Although library-owned computers and devices utilize filtering technology, SCL does not warrant the effectiveness of Internet filtering.
3. The Internet is a vast worldwide community with no limitations or restrictions. Not all sources on the Internet provide accurate, complete, or current information. SCL is not responsible for any information obtained on the Internet. Use is at the patron's own risk.
4. Since the library is a public forum, privacy while using the Internet cannot be provided. Users are also cautioned that all transactions and communication in an electronic environment are vulnerable to unauthorized access.
5. Revealing personal information in open forums such as chat rooms and e-mail can be dangerous. Use extreme caution with regard to revealing information about yourself or others in these open forums.
6. Parents and guardians may restrict their children under age 18 from access to Internet resources available through the library. Parents or guardians, not the library or its staff, are responsible for the Internet information selected and accessed by their children.
7. SCL provides wireless Internet access on a limited support basis and does not guarantee functional uptime. Please alert library staff to any service outages so that the issues may be resolved in a timely manner.

PATRON RESPONSIBILITIES

1. Users—or the persons signing for users—of the library's technology and Internet access must read and acknowledge the Library's **Public-Access Technology and Internet Acceptable Use Policy**. Users under the age of 18 must have parent/guardian approval to use the Internet.
2. Sign-up to use the in-library public access computers at the Service Desk. The library reserves the right to assign computers and impose time limits.

3. **It is a felony offense in the state of Pennsylvania "to display or cause to display any explicit sexual material on any viewing screen in such manner that the display is visible in any establishment where minors, as part of the general public, may be exposed to view all or any part of such materials." Title 18 Penna. Crime Code - Sect. 5903) Therefore, viewing of such material in the Library will not be permitted. Violation of this provision may result in the immediate termination of Internet privileges.**
4. To comply with federal regulations, all internet traffic is filtered. Adults may request at the service desk to use a computer without filtering "to enable access for bona fide research or other lawful purposes."
5. Any malicious attempt to harm or destroy data is prohibited. This includes the uploading or creating of computer viruses. Hardware and software may not be modified or destroyed.
6. Installing personal or downloaded programs is prohibited.
7. Saving files to the hard drive permanently is not possible, and any files left behind will be automatically erased upon logout. Saving to or accessing files from removable media or personal devices is permitted and encouraged. Users may use USB flash drives at their own risk. The library cannot offer technical support when problems occur with such devices. USB drives may be available for purchase at the Service Desk.
8. Users are welcome to bring their own devices for use with the library's WiFi Internet connection. Users may not plug equipment into the Library's computer network. Use of electrical receptacles and portable power is permitted.
9. Users are responsible for knowing how to configure their own equipment. Library staff may provide general information about configuration options. However, SCL will not support configurations and cannot be responsible for any changes made to an individual's computer or device settings.
10. Users must not use the network in a disruptive manner or in a way that disturbs other library patrons. This might include streaming audio without proper ear phones to eliminate noise or engaging in the excessive downloading or uploading of material. Ear phones may be available upon request for loan or purchase at the Service Desk.
11. SCL is a public library and not a venue for business activity. Therefore, patrons may not use the Internet connection at the library for any exclusively commercial or for-profit purposes.

LIMITATIONS

1. Personal e-mail accounts are available through websites such as Google, Yahoo, etc. and are not provided by SCL.
2. Library staff are available for a limited amount of assistance in using the Internet, but they generally cannot spend large amounts of time guiding patrons through the Internet. Staff cannot provide in-depth training concerning Internet computer jargon or personal computer use on a non-scheduled basis, but may be able to offer searching suggestions. In partnership with

Pennsylvania CareerLink of Somerset County, SCL staff at the main library location offer Digital Literacy Workshops on a monthly schedule. Special workshops may also be offered throughout the year as part of the Tuesday night Personal Enrichment Series. Those who need additional assistance may ask library staff about the possibility of making an Appointment with a Librarian or getting a referral to other training sources.

3. If more than one person is using a library-owned computer or hotspot at one time, the patron who signed out the computer or hotspot is responsible for operating it.
4. As per federal regulations, filtering is enabled on library-owned computers and devices, and sites that are security threats, pornographic, or may be otherwise harmful to children are blocked by 3rd party software.
5. Use of the Internet at the Library is a privilege, not a right. Any violation of the Library's Internet policy may result in loss of library privileges and appropriate legal action may be taken.
6. Due to the ever-changing nature of these services, this policy is subject to change without notice at the Library's discretion.
7. Additional requirements and restrictions may apply to technology, devices and Internet services provided through grant-funded programs. Any additional Rules or Acceptable Use Policy Statements will be provided by SCL staff under the direction of the SCL Director as needed in order to comply with requirement of specific grants or programs.

Public-Access Technology and Internet Acceptable Use Policy Addendum for Devices, Hotspots, and Internet Service Purchased with Support of the Emergency Connectivity Fund (ECF)

SCL Effective Date: 7/21/2021, amended 8/24/2021

Somerset County Library (SCL) is committed to the promotion of lifelong learning. As part of that commitment, the Library actively pursues projects aimed at improving Broadband connectivity and digital inclusion in Somerset County. One such project is the ECF Cellular WiFi Hotspot and Device Lending Program.

GENERAL INFORMATION

Through the ECF Cellular WiFi Hotspot and Device Lending Program, SCL will establish library kiosks and/or computer labs at each of the four homeless transition facilities in Somerset County operated by the non-profit organization NextStep Center, Inc. This will allow Next Step Center and their volunteers to offer training to people in homeless transition, support job-seeking activities for those in homeless transition, and allow families in the transitional housing to access a variety of library resources including Learning Express Library and Tutor.com for self-paced skill-building activities, career or academic test prep, and homework support. Those logging into ECF-funded Devices must accept the SCL **Public-Access Technology and Internet Acceptable Use Policy** and the **Public-Access Technology and Internet Acceptable Use Policy Addendum for Devices, Hotspots, and Internet Service Purchased with Support of the Emergency Connectivity Fund (ECF)** and electronically attest that they would otherwise lack access to an Internet connection or device sufficient to enable them to engage in remote learning.

Additionally, SCL will lend hotspots and devices out to the following groups, listed in priority order, as items are available:

1. People in homeless transition who are moving out of Next Step Center transitional housing and into their first more stable home. These will start as 3-month renewable loans, but loan periods may be adjusted as needed over the course of the project.
2. Job seekers referred by PA CareerLink of Somerset County. These will start as 3-month renewable loans, but loan periods may be adjusted as needed over the course of the project.
3. College / adult education students (likely referred by Somerset County Technical Center's Adult Education Program and Pennsylvania Highlands Community College's, Allegany College of Maryland's, and Clarion University of Pennsylvania's Somerset County locations). These will start as semester-long loans, but loan periods may be adjusted as needed over the course of the project.
4. Members of the general public who attest that they would otherwise lack access to an Internet connection or device sufficient to enable them to engage in remote learning. These will start as two week loans, but loan periods may be adjusted as needed over the course of the project.

SCL's estimates of numbers of devices and hotspots needed for this project are based in large part on statistics and estimates provided by Next Step Center, CareerLink of Somerset County, local colleges, and the Somerset County Career and Technical Center.

As part of the ECF record retention requirements, SCL may keep records of: (a) Device type; (b) Device make/model and serial number; (c) The patron to whom the device was checked-out; and (d) The date the device was checked-out and checked-in for up to 10 years. However, patron privacy is tightly guarded in libraries, and circulation records are protected by Pennsylvania law under **Pennsylvania 24 Pa.C.S.A. § 9375. Privacy of circulation records.** In the event of an ECF audit, the FCC allows circulation records to be presented in an anonymized fashion, with personally identifiable information removed.

ELIGIBILITY AND LIMITATIONS

1. The FCC requires that public libraries participating in the ECF Program restrict access to ECF-funded Internet connections and devices to only those library patrons who would otherwise lack access sufficient to enable them to engage in remote learning. Furthermore, library patrons who are receiving benefits under the federal Emergency Broadband Benefit (EBB) program are not eligible to borrow ECF-funded hotspots but may borrow ECF-funded devices if they certify their unmet need.
2. Patrons using ECF Program hotspots or Chromebooks must accept the SCL **Public-Access Technology and Internet Acceptable Use Policy** and the **Public-Access Technology and Internet Acceptable Use Policy Addendum for Devices, Hotspots, and Internet Service Purchased with Support of the Emergency Connectivity Fund (ECF)** and attest that they would otherwise lack access to an Internet connection or device sufficient to enable them to engage in remote learning.
3. As per federal regulations, filtering is enabled on ECF-funded devices, and sites that are security threats, pornographic, or may be otherwise harmful to children are blocked by 3rd party software.
4. ECF-funded devices and hotspots are intended to be used primarily in locations remote to the library and are not intended for use inside the library building.
5. The library reserves the right to assign devices and hotspots and adjust loan periods as needed.
6. In the event that a patron does not return a device or hotspot to the library when the lending period is over, the library may remotely disable the device and send a notice to return. The library may also pursue legal options under **Pennsylvania 18 Pa.C.S.A. §6708. Retention of library property after notice to return.**



Application to Borrow an ECF-Funded Hotspot and/or Device

I have read Somerset County Library's **Public-Access Technology and Internet Acceptable Use Policy** and the **Public-Access Technology and Internet Acceptable Use Policy Addendum for Devices, Hotspots, and Internet Service Purchased with Support of the Emergency Connectivity Fund (ECF)**, and I agree to follow these policies and the library's rules.

I would like to borrow an ECF-Funded Hotspot and/or Device for: ___myself ___my dependent. I attest that I and/or my dependent would otherwise lack access to an Internet connection and/or device sufficient to enable me/my dependent to engage in remote learning.

Dependent Name: _____ **Dependent Library Card Number:** _____

Adult Printed Name: _____ **Adult Library Card Number:** _____

Adult Signature: _____ **Date:** _____

Referred by (Indicate person's name and organization if referred by a partner organization. Otherwise, please tell us how you heard about this Program): _____



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Dependent Name: _____ **Dependent Library Card Number:** _____

Adult Printed Name: _____ **Adult Library Card Number:** _____

Adult Signature: _____ **Date:** _____

Referred by (Indicate person's name and organization if referred by a partner organization. Otherwise, please tell us how you heard about this Program): _____

Safety of radio frequency emissions:

Your wireless device emits radio frequency energy during use. According to the Federal Communications Commission, "Some health and safety interest groups have interpreted certain reports to suggest that wireless device use may be linked to cancer and other illnesses, posing potentially greater risks for children than adults. While these assertions have gained increased public attention, currently no scientific evidence establishes a causal link between wireless device use and cancer or other illnesses." Additional information is available from the FCC at www.fcc.gov/encyclopedia/radio-frequency-safety or from Verizon at www.verizonwireless.com/aboutus/commitment/safety-security.html.

Caution! Avoid potential hearing loss:

Prolonged exposure to loud sounds (including music) can cause hearing loss. You should follow some commonsense recommendations when using any portable audio device:

- Use the lowest volume at which you can hear adequately.
- When using headphones, turn the volume down if you cannot hear the people speaking near you.
- Do not turn the volume up to block out noisy surroundings. Use noise-canceling headphones instead.
- Avoid using headphones after exposure to loud noises that might cause temporary hearing loss. Temporary hearing loss might cause unsafe volumes to sound normal.
- If you experience discomfort or temporary hearing difficulty while or after listening to a portable audio device, discontinue use. Consult your doctor if symptoms persist.

Implantable medical devices:

A minimum separation distance of 6 inches should be kept between a wireless phone and an implantable medical device, such as a pacemaker or implantable cardioverter defibrillator, to avoid potential interference with the device. Persons who have such devices:

- Should not carry the wireless phone in a breast pocket.

- Should use the ear opposite the implantable medical device to maintain 6 inches of separation.
- Should turn the wireless phone OFF immediately if interference is suspected.
- Should read and follow the directions from the medical device manufacturer.

If you have questions about using your wireless phone with such a device, consult your health care provider.

See www.fda.gov for additional information (under "c" in the subject index, select Cell Phones > Interference with Pacemakers and Other Medical Devices).

Important consumer safety information.

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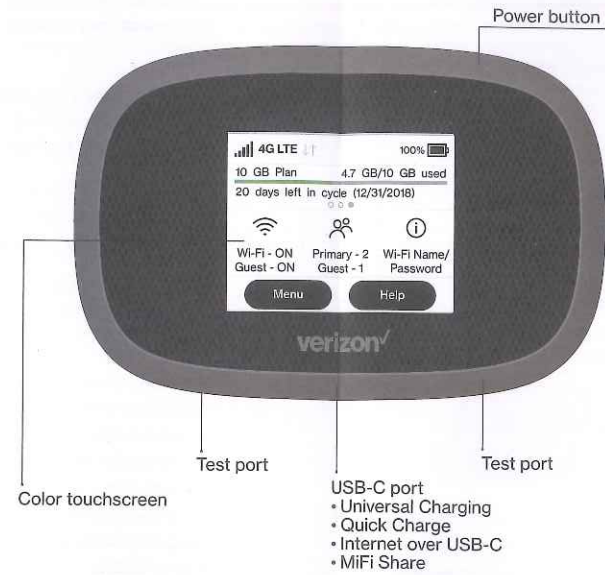
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Meet your Jetpack.



MiFi 8800L

About your Jetpack



NOTE: Devices and software are constantly evolving - the screen images and icons you see here are for reference only.

WARNING! Only use an approved charger to charge your Jetpack.



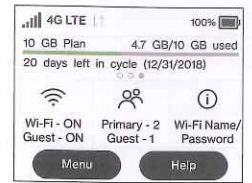
NOTE: An adapter may be needed to connect devices for Universal Charging and MiFi Share. Adapter sold separately.

Operation status

Operations		Actions
Power button	Power on/off	Press and hold the Power button for 3 seconds to turn your Jetpack on and off.
	Display wake-up	Press and release the Power button to wake up the display.
Battery Charge Colors		Status
	Black	The battery is fully charged.
	Red	The battery is critically low and the Jetpack will shut down unless the battery is connected to the charger.
	Black	The Jetpack is connected to an AC charger and charging.
	Black	The Jetpack is connected via USB and charging.

Device display

Screen



Status indicators

	Home
	Network Signal Strength
	Data moving between the mobile network and your Jetpack
	Roaming
	Unread messages
	Jetpack's Wi-Fi network
	Connected devices
	USB tethered
	Battery charge

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Setting up your Jetpack

Your Jetpack comes with the SIM card and battery pre-installed.

Turning your Jetpack on/off

To turn your Jetpack on, press and hold the **Power** button.

To turn it off, press and hold the **Power** button until you see the Powering off screen. Then select **Shutdown** and tap **OK**.

Press and release the **Power** button to wake up the display.

System requirements

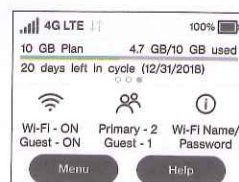
Any device with Wi-Fi capability and an Internet browser.

Your Jetpack is compatible with all major operating systems and the latest versions of browsers.

Finding the Wi-Fi name and password

Just tap **Wi-Fi Name/Password** on the **Home** screen.

The information for your Jetpack's primary network will be shown. Swipe left to see the info for your guest network.



Important: The default Admin password is the same as the primary network's default. To change either password, sign in to the Jetpack Admin website (see **Accessing advanced settings**).

Connecting to the internet

On your device, open the list of available Wi-Fi networks. Select the Jetpack's primary or guest network and enter the password.

Managing Wi-Fi networks and connections

Your Jetpack has 2 Wi-Fi networks, primary and guest, and lets you connect up to 15 Wi-Fi capable devices. For added security, share your guest network instead of your primary network.

The guest network is off by default. You can turn it on from either the Jetpack or the Admin website by assigning it a band in **Wi-Fi Settings > Band Selection**. (See **Accessing advanced settings**).

Universal charging

The universal charging port allows you to charge external devices, such as smartphones and tablets.

To charge an external device using the Jetpack:

1. Turn on the Jetpack.
2. Connect your device to a USB cable and plug the cable into the USB-C port.
3. On your Jetpack, select **Charge connected device**.

Accessing advanced settings

You can access advanced settings and manage your Jetpack from the Admin website:

1. Connect your Wi-Fi-capable device to the Jetpack's primary network (see **Connecting to the internet**).
2. Open a web browser on your connected device and enter **http://My.Jetpack** or **http://192.168.1.1**.
3. Sign in with the Jetpack Admin password. When you first get your Jetpack, this will be the same as your primary network's password. (See **Finding the Wi-Fi name and password**.)

Monitoring data usage

You can monitor your Jetpack's data usage and set up usage alerts through your My Verizon account at verizon.com/MyVerizon.

You can also see current usage details on your Jetpack Home screen, or by tapping the **Data Usage** icon, or by tapping **Menu > Data Usage**.

Resetting your Jetpack

You can reset your Jetpack to factory settings from the Jetpack or from the Admin website.

NOTE: Resetting your Jetpack will disconnect devices and reset network names and passwords.

To reset from the Jetpack:

1. Make sure your Jetpack is on.
2. Remove the battery cover from the back of your Jetpack.
3. Insert an unfolded paper clip into the **Reset** hole and press until the Jetpack screen shows **MiFi Resetting**.



To reset from the Admin website, go to **Jetpack Settings > Backup and Restore**.

Support & more



My Verizon mobile app

Manage your account, track your usage, edit account information, pay your bill and more.



Get help using your Jetpack

Use your Help app to get assistance right from your Jetpack.



From your computer, visit verizonwireless.com/Support.



Customer service

Call **800.922.0204**
Twitter **@VZWSupport**



More information

To access a User Guide, go to verizonwireless.com/Support and find your device. Or, from the Jetpack Admin website, select **My Jetpack Home > Help & Support > Device Support Page & User Guide**.

Additional information

Your wireless device and third-party services

Verizon Wireless is the mobile carrier associated with this wireless device, but many services and features offered through this wireless device are provided by or in conjunction with third parties. Verizon Wireless is not responsible for your use of this wireless device or any non-Verizon Wireless applications, services and products including any personal information you choose to use, submit or share with others. It is recommended that you use the available encryption options for added security when provisioning your device for use as a Wi-Fi gateway. See your user manual for details. Specific third-party terms and conditions, terms of use, and privacy policies shall apply. Please review carefully all applicable terms and conditions and policies prior to using this wireless device and any associated application, product or service.