Computer and Internet Usage Policy

DISCLAIMER

The internet and its available resources contain a wide variety of material and opinions from varied points of view. Users need to be good information consumers, questioning the validity of the information. The user is the selector in using the internet with individual choices and decisions. Users may encounter material that could be considered inappropriate. Parents of minor children assume the responsibility for their children's use of the internet through the library's connection.

The Waterloo Grant Township Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof. The library reserves the right to monitor computer usage and revoke computer or internet usage if necessary.

ACCEPTABLE USE STANDARDS

The library's computers and information technology are available to the public, but with certain restrictions. Use of these technologies, as with all library services and materials, is a privilege, not a right. Misuse of library hardware or software may result in loss of library privileges, legal action, or both.

All electronic traffic originating from the library's connection shall be in accordance with these Acceptable Use standards. Failure to abide by these standards may result in the loss of internet, computer, and library privileges.

Acceptable Use

Use of computers shall be guided by the following principles:

1. Respect for the privacy of others.

2. Consideration for security and functioning of computers, computer networks, and systems.

Unacceptable Use

1. It is not acceptable to use the computers for any purposes that violates U. S. or state laws; to transmit threatening; obscene or harassing materials; or to interfere with or disrupt network users, services or equipment. Disruption includes, but is not limited to: distribution of unsolicited advertising; propagation of the computer worms and viruses; tampering with computer or network security; and using the network to make unauthorized entry into any systems accessible via computers. Illegal acts involving the library's computers may be subject to prosecution by local, state, or federal authorities.

2. Users may not represent themselves as someone else.

3. Users shall not develop programs that harass other users or cause harm to other computer systems. Examples of such programs are computer "viruses" and "worms". Users shall not access another individual's or organization's private files, materials, or information without permission.

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4.	It is assumed that information and resources accessible via the library's computers are private to the individuals and organizations which own or hold rights to those resources and information, unless specifically stated otherwise by the owners or holder of rights to those resources or information.

5.	Malicious use is not acceptable. Use of the library's connection and any attached network in a manner that precludes or significantly hampers its use by others is not allowed. Users shall not vandalize, damage, or disable the property of another individual or organization.

6.	Unsolicited advertising is not acceptable. No user shall use the library's materials or equipment to mass distribute (or otherwise intrusively "broadcast") any message over the internet, including but not limited to advertising.

7.	Computing resources shall not be used to access pornographic materials. Users shall not access, upload, download, or otherwise distribute or knowingly receive materials that are pornographic, obscene, or sexually explicit. Users shall not transmit obscene, abusive, or sexually explicit language. Filters are installed on every computer workstation.

8.	No user shall transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation, or would likely be highly offensive to the recipient or recipients thereof.

9.	The library does not offer electronic mail accounts to the public.

10.	No uploading or downloading allowed on the library's hard drive.

INTERNET USE BY MINORS

1.	Use of the library's internet is a privilege and access is voluntary.

2.	The library will provide access to minors between eight and seventeen (8-17) years old if a parental consent form is filed. Children younger than eight (8) years old must have a parent or guardian present.

3.	The library cannot control the resources on the internet. The internet is not a static entity. It changes each minute as new information is added and old information is deleted. Some internet sites may contain information that is inaccurate, defamatory, illegal, obscene, or potentially offensive to some people. The library can attempt to prevent direct access to materials that are not generally acceptable in a public library, but it is technically impossible to prevent access to all resources that might be objectionable to some people.

4.	It is the responsibility of the parent/guardian to determine whether to place restrictions on their own children with regard to access to certain areas of the internet.

5.	Parents/guardians are responsible for their own children's behavior while using the library's internet connection. The library assumes no liability for inappropriate conduct or acts conducted on the internet by minors.

6.	The library reserves the right to deny internet and computer access to any minor who is found to violate the Computer and Internet Usage Policy.

PRIVACY & CONFIDENTIALITY
The library cannot guarantee the confidentiality of personal information transmitted over the internet. Users should closely guard personal information, credit card numbers, passwords, and other types of authorizations when on the internet. Parents should instruct their children regarding safety and security

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when using electronic mail, social networking websites, chat rooms, and other forms of direct electronic communication and NEVER to give out personal information (name, address, phone number, etc.) online.

PRINTING

The user is responsible for all pages printed. Printing internet pages is unreliable and unpredictable. The result may not be as the user expects. The library is not responsible for user mistakes. Users are encouraged to use "Print Preview" and/or to copy and paste into a Word document to minimize printing costs. Users are charged 15₵ per black & white page printed and 50₵ per color page printed.

WIRELESS ACCESS

The library provides wireless access to the internet for users who bring their own internet-accessible devices to the library. Wireless users must adhere to the Computer and Internet Usage Policy and will be effected by the library's filtering system. Patrons must login to access the internet via the library's computers. Patrons using their own computer or other device must comply with the same rules governing internet usage as those who use the public computers offered by the library.

EMPLOYEE INTERNET USE

All workplace technology--telephone systems, computers, email & voice mail systems, etc., are business equipment owned by Waterloo Grant Township Public Library. All communications and activities conducted on company-owned equipment are the property of the library. Employees should have no expectation of privacy when using library-owned equipment. Employees are encouraged to establish and use a non-work email address for personal correspondence.

Passwords used by employees prevent unauthorized access by other employees but should not be construed as creating an expectation of privacy from authorized access for monitoring and viewing purposes.

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