Computer and Internet Use Policy

Disclaimer

Freedom of speech and freedom of the press are rights of our heritage, guaranteed to each of us by the Constitution and defended by our courts. The right to have access to the diverse opinions and ideas of our human record, both past and present, is essential if we are to intelligently and humanely exercise our rights and responsibilities to make decisions affecting our families, community, and nation. Libraries facilitate the exercise of these rights by providing access to information regardless of format or technology.

GENERAL COMPUTER USE

Computer use is an integral part of Library activities. The use of any Maroa Public Library computer or network resource is a privilege and not a right. Users agree to abide by Library computer policy standards as defined herein. It is understood that all patrons using Library computers will have a basic knowledge of how to use computers.

EXTERNAL NETWORKS

Patrons who access networks or facilities not owned by the Library will adhere to the policies and procedures established by the administrators of these networks and facilities. (Patrons can usually obtain these from the network information center of the network in question.)

CONFIDENTIALITY

In general, the Library will treat information viewed on Library computing resources as confidential, whether or not that information is protected by the computer operating system. Requests for disclosure of information will be honored only under one of the following conditions:

- When approved by the appropriate Library administrator;
- When authorized by the owners of the information;
- When required by local, state, or federal law.

Except when inappropriate, patrons will receive prior notice of such disclosures. Viewing of information in the course of normal system maintenance does not constitute disclosure.

Patrons who use electronic mail systems should be aware that electronic mail in its present form cannot be secured and is, therefore, extremely vulnerable to unauthorized access and modification.

Maroa Public Library District

RESPONSIBILITIES OF USERS

The patron is responsible for correct and sufficient use of the tools available for maintaining the security of information on each computer system. The following precautions are strongly recommended:

- Computer accounts, passwords, and other types of authorization that are assigned to individual patrons should not be shared with others.
- The patron should assign an obscure account password and change it frequently.
- The patron should understand that files saved on Library computing resources may not be totally secure and will be deleted by the library after each logout.
- The patron should be aware of computer viruses and other destructive computer programs, and take steps to avoid being a victim or unwitting distributor of these processes.

Ultimate responsibility for resolution of problems related to the invasion of the patron's privacy or loss of data rests with the patron. The Library assumes no liability for loss or damage to the patron's data or for any damage or injury arising from invasion of the patron's privacy.

ACCEPTABLE USE POLICY

A. LEGAL USE

The public and staff may use Library computing resources only for legal purposes. Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment;
- Libel or slander;
- Destruction of or damage to equipment, software, or data belonging to the Library or others;
- Disruption or unauthorized monitoring of electronic communications;
- Unauthorized copying of copyright-protected material;
- Conducting illegal activities of any kind.

B. ETHICAL USE

Library computing resources should be used in accordance with the ethical standards of the Library. Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to, the following:

- Violation of computer system security;
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others, such as randomly initiating interactive electronic communications (chat) or e-mail exchanges (spam), visiting spam URLs, overuse of interactive network utilities, and so forth;
- Violation of software license agreements;
- Violation of network usage policies and regulations;
- Violation of another person's privacy.

C. COOPERATIVE USE

The Library endorses the practice of cooperative computing. This includes:

- Refraining from overuse of connect time, information storage space, printing facilities, or processing capacity;
- Refraining from overuse of interactive network utilities;
- Refraining from use of sounds and visuals which might be disruptive to others;
- Refraining from use of any computing resource in an irresponsible manner.

SANCTIONS

Violators of Library computing resource use policies will have their computer privileges suspended or revoked at the sole discretion of the Library Administration. Violations of policies described above for legal and ethical use of Library computing resources will result in the suspension or revocation of Library computer privileges at the sole discretion of the Library Administration. Illegal acts involving Library computing resources may also be subject to prosecution by local, state, or federal authorities.

A. DISPLAY AND DISSEMINATION OF SEXUALLY EXPLICIT MATERIALS

Use of Library computing resources including the Wi-Fi to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material on Library property is prohibited. Violators of this policy will be removed from Library property and will have their computer privileges revoked.

B. SOCIAL NETWORKING SITES

Use of Library computing resources to access certain social networking sites on Library property may be prohibited. Violators of this policy will be removed from Library property and will have their computer privileges revoked.

C. CONSEQUENCES FOR VIOLATION OF COMPUTER USE POLICIES

Vandalism and/or violation of these policies will be dealt with in a serious and appropriate manner. First offense will result in loss of computer and network privileges for a month. Second offense will result in loss of computer and network privileges for six months. Third offense will result in loss of Library computer and network privileges for a year. Fourth offense will result in permanent loss of Library computer and network privileges. Illegal acts involving Library computing resources may also be subject to prosecution by local, state, or federal authorities. If a patron's misuse causes damage to occur to Library property or equipment, penalty fines will be assessed at the cost of repair or replacement (including labor) and all Library privileges will be denied until payment is received in full.

INTERNET DISCLAIMER

Since the Internet is a global electronic network, there is no state/county control of its users or content. The Internet and its available resources may contain material of a controversial nature. The Library cannot protect patrons from all offensive information. Parents of minor children must assume responsibility for their children's use of the Internet through the Library's connection. Library staff cannot control the availability of information links, which often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete, or current information.

The Maroa Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its WWW Server or from its connections to other Internet services.

LIMITATIONS OF LIABILITY:

All patrons who log on to a Library computer are saying "I Agree" to the following "Limitation of Liability" statement:

"LIMITATION OF LIABILITY"

By logging on to this computer you (the user) acknowledge you have read and understand the Maroa Public Library Computer Usage Policy (the Computer Usage Policy) and you agree to fully comply with all terms, conditions and requirements of the Computer Usage Policy. You acknowledge and agree that any violation of the Computer Usage Policy will result in suspension or revocation of Library computer privileges at the sole discretion of the Library Administration.

The user also acknowledges that the Maroa Public Library assumes no liability for any loss or damage to the user's data, or for any damage or injury arising from invasion of privacy in the user's computer accounts, programs, or files. In consideration for use of Library computer resources, you (the user) agree to hold harmless and indemnify Maroa Public Library, its directors, officers, administrators, employees and agents, from any and all liabilities for any claims, demands, and damages to your person or property whatsoever.

UTILIZING COMPUTER RESOURCES

A. SIGN UP FOR COMPUTER USE

Use of Library computing resources is on a first-come, first-served basis. To make better use of Library computing resources and provide equitable access, the Library has installed a sign up system in order to allow the staff to monitor patrons' usage time and to give patrons the convenience of using a computer for a total limit of 2 hours per day.

Sign up station is located at the circulation desk.

B. REQUIRED IDENTIFICATION

Patrons are required to have a Maroa Public Library card to use Library computing resources. Those patrons who do not have a MPL card and are eligible are required to register for a card in order to use Library computing equipment.

To accommodate the computing needs of visitors from out of town the Library will issue them a one-day Visitor's Pass. The Library requires a photo ID in order to issue the Guest Pass. This pass is good for one hour of computer usage. Only one guest pass is allowed per person per day.

C. TIME LIMITS PER DAY

Patrons will be given a total of two hours of computer use time per day when they sign into the system. If patrons leave during their 2-hour session, they may return multiple times to use the rest of their 2-hour allotment. When there are no current available computers, patrons are encouraged to limit their computer time themselves.

D. PRINTING

Charges for printing are 25¢ per page for black and white and 65¢ per page for color. Patrons are responsible for making sure they have the money to pay for EVERY page they print, no matter how many pages are printed. Also, patrons are

responsible for paying for their prints before leaving. No pages will be given without funds being available. Patrons should ask for assistance if unsure how many pages a document contains.

E. WIRELESS CONNECTIONS

Maroa Public Library now offers Wi-Fi for patrons use. The network does not require a password and can be accessed from most places in the building.

F. PERSONAL LAPTOPS OR DEVICES

Patrons wishing to use the Library's connection using their personal laptops or other equipment may do so by using the Library's wired network connections or the Wi-Fi network.

Patrons must have the knowledge to set personal equipment to automatically acquire a network address (DHCP or BOOTP). Library staff may not change patron equipment settings.

USE OF COMPUTERS BY MINORS

Children under 15 years old must have a Library card and a parent or guardian with them in order to use the Library computing resources. Children may receive one hour of continuous computer use. At the Library's discretion, up to an additional hour may be received to complete school assignments. Children 12 and under are prohibited from accessing social media networks.