

# Norelius Community Library

## INTERNET AND COMPUTER ACCEPTABLE USE

The Library establishes this Internet and Computer Use policy to ensure appropriate use of computer resources.

### 1. **Permitted Access:**

Patrons accessing the Library computers must read the Library's Internet and Computer Acceptable Use Policy, agree to abide by the policy, and sign a copy of the Library's Internet and Computer Use Agreement.

Computers offer information through access to the Library's online catalog, subscriptions to full-text information resources, and the Internet. Patrons using the computers must abide by this Acceptable Use Policy. The staff will manage computer resources in order to provide equitable access to all patrons. Library computer access is primarily for reference and research purposes. Therefore, the Library reserves the right to limit access to personal Internet e-mail, social networking, or games.

Printing availability from Library computers is provided at a cost of \$.10 per page. Patrons are responsible for all pages that print, and are encouraged to use the "Print Preview" option in order to determine total number of pages to be printed.

Library staff will provide reference and research assistance as needed, but cannot provide in-depth or one-on-one training in computer use.

Library computers with Internet access are located in public areas shared by patrons of varying ages, background and sensibilities. Individuals are asked to be considerate about accessing potentially controversial information and images.

### 2. **Access by Minors:**

Responsibility for, and any restriction of, a child's use of the Internet rest solely with the child's parent(s) or legal guardian. The Library requires children and young adults under the age of 18 to have an Internet and Computer Use Agreement on file at the Library in order to use the Library's computer resources. This form must be co-signed by a parent or guardian in the presence of a librarian.

It is not possible for Library staff to control specific information people may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies that serve to govern the purchase of written materials may not apply to material accessed electronically. The Library upholds the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents and legal guardians to determine and monitor their own children's use of library materials and resources.

Students in 6<sup>th</sup> grade and up will use the 1<sup>st</sup> floor computer lab. Those children preschool through grade 5 are permitted use of the Children's Library computers only. To assist parents in their responsibility for their children's use of the Internet, the Library provides the following services in the Children's Library:

- Specially chosen web pages for children, with links to age-appropriate Internet sites.
- Computers with commercial filtering software for public use in the children's library. This filtering software will block many specific sites that may be offensive to some users, but may not block all materials that may be offensive to all users. Parents should inform their children of materials they do not want them to use, and may wish to supervise their children's Internet sessions.

### **3. Internet Content:**

Not all information available via the Internet is accurate, current and complete. Users are encouraged to evaluate carefully the validity of information accessed via the Internet. Users are cautioned that ideas, points of view and images found on the Internet may be graphic and/or controversial, inflammatory or offensive.

### **4. Prohibited Activities:**

The Library affirms the right of every individual to have access to constitutionally protected material. However, the library must also respect the right of other patrons not to be inadvertently exposed to material and images they may find personally unsuitable. Viewing of certain materials in the public library may be considered improper in time, place or manner. Exposing unwilling patrons or staff to sexually explicit images or text can be interpreted as sexual harassment and is a violation of the City of Denison's sexual harassment policy. The library reserves the right to ban patrons from using Internet computers, desktop or laptop, who violate this policy.

The Library's Internet resources may not be used to conduct a business, to advertise, or to perform any illegal activity, including the deliberate propagation of computer viruses. Further, the computers may not be used to seek disallowed access to any other computer system. Any verified complaints as to illegal activity may result in a shut down of a computer station, the suspension of computer privileges, and possible referral to appropriate authorities.

### **5. Damage and Misuse:**

All users must be responsible for their behavior and for any damages that occur due to misuse. They must agree not to attempt to alter, even temporarily, the computer set-up. Any vandalism, destructive behavior or illegal activities may result in police action as well as suspension of privileges. All users accept responsibility for the good working order of the computers and furniture. Parents will be held responsible for any damage done by their children.

### **6. Security/Confidentiality:**

Users are cautioned that security in an electronic environment such as the Internet cannot be guaranteed. All transactions, files, and communication are vulnerable to unauthorized access and use, and therefore should not be considered confidential. Internet users must respect the privacy of others by not attempting to modify or gain access to files, passwords, or data belonging to others.

### **7. Copyright Warning:**

All rules of copyright and personal property must be honored. Information in the form of text, graphics, music, video, software, and other media retrieved or utilized electronically should be considered protected.

### **8. Wireless Use:**

The library provides wireless Internet access but does not guarantee compatibility with all wireless-equipped computers. The Library cannot accept the liability of handling patron's computers. Patrons must understand how to configure their own computers in order to access the Library's wireless service. Persons may use the Library's wireless service without a signed Internet User Agreement.