

COMPUTER & INTERNET POLICY OF THE CARTHAGE PUBLIC LIBRARY DISTRICT

The Board of Trustees of the Carthage Public Library District provides computers and Internet access to the public for informational and educational purposes. Because of location and the inevitable proximity of other patrons both juvenile and adult, the Board has found it necessary to place certain limits on usage.

1. Computer users must also follow the Patron Code of Conduct, which applies to all library patrons.
2. The use of computers and the Internet at the Library is a privilege, not a right, and inappropriate use will result in suspension or cancellation of those privileges and/or referral to legal authorities.
3. In order to use the computers, individuals must register with staff at the circulation desk and sign in. Computer use is open to the general public (no residence requirement). Carthage patrons whose borrowing privileges are suspended due to lost materials or fines over \$5.00 must correct this deficiency before being allowed to use the computers.
4. Use of the Internet is limited to adults and students in 5th grade or older. Younger patrons may use the Internet only if accompanied by a parent or guardian.
5. Library staff members are not responsible for providing instruction in the use of computers or the Internet, but will assist patrons if time permits. If enough interest is shown, instructional programs could be offered.
6. Computer time is limited to 30 minutes per patron. If no one is waiting, additional time is allowed. Computer use must conclude 10 minutes before closing time. All printing and other tasks must be completed by that time.
7. Patrons must not change the way the library has set up the computer menus, desktop, backgrounds, screensavers, etc. Patrons may not download anything to the computer's hard drive. Patrons may not install their own software programs on the library's computers. Vandalism (any malicious attempt to harm or destroy computer hardware, data or programs) including the uploading or creation of computer viruses; contamination, deletion or reconfiguration of data; or degradation of system performance in any way, will result in the suspension or revocation of computer privileges, plus a financial charge for damages incurred.
8. Due to the expense of paper and toner (ink), the library will charge for printing as per the posted charges. Posted charges may be changed by the Carthage Public Library Board. These costs are applicable for everything the patron actually prints, not just the pages he/she wishes to keep. It is recommended that the patron use the "print preview" feature to ensure that he/she is not printing unwanted pages.

9. All computer users must complete and sign a Responsible Usage Agreement form. Patrons under 18 years of age must also have a parent or guardian sign the form. By signing this form, patrons are agreeing to follow the library's guidelines concerning acceptable/unacceptable usage. They are also acknowledging the consequences for violating this agreement
10. The Internet contains many profane, obscene, and offensive sites. By signing the form, patrons are agreeing that they will not access such unacceptable sites on the library's computers. If a patron inadvertently stumbles across such a site, he/she should immediately report it to a staff member.
11. Not all of the information available via the Internet is accurate, current, or complete. Users are encouraged to exercise critical judgment in evaluating the validity of information accessed via the Internet.
12. Many businesses offer the opportunity to bid in an auction or to buy merchandise by credit card on the Internet. Any purchases made are the responsibility of the patron. In case of a student, the parent is responsible for any such purchases even if they were made without the parent's knowledge. The library accepts no responsibility for such transactions or for the legitimacy or reliability of such businesses.
13. Patrons should be aware that these are PUBLIC access computers. Therefore, they should be careful to protect their own private information by logging out of each account or site, not downloading or saving any documents to the hard drive, and not allowing the computer to save or "remember" passwords, account numbers, credit card numbers, or any other personal information. The Library is not responsible for any personal information obtained from a computer.
14. Wireless Internet Access (Wi-Fi) is provided by the library. Wireless users are asked to notify library staff of their use for statistical purposes. All users of the library's Wi-Fi must also abide by this Internet policy. The library shall not be liable for any risk taken by the patron who chooses to connect their own device to the library's wireless service. It is assumed that persons under 18 using wireless access to the Internet have parental permission to do so by virtue of their possessing a wireless device.

Revised October 2017

DISCLAIMER

The Carthage Public Library District has no control of the Internet and its resources, and assumes no responsibility for the quality, accuracy, or currency of any Internet resource. Use of any information obtained via the Internet is at your own risk. Some of the information available is controversial and, sometimes, may be offensive. The Carthage Public Library District does not condone and is not liable for the use of such materials.

The Carthage Public Library District assumes no responsibility for any damages, direct or indirect, arising from the use of the Internet. This includes loss of data resulting from delays, non-deliveries, service interruptions, or hardware or software malfunctions.

UNACCEPTABLE USE

The following is not intended to be an exhaustive list of unacceptable behaviors, but is to serve as a general guideline.

1. Using the network for any illegal activity.
2. Accessing, submitting, posting, publishing, transmitting, or displaying any defamatory, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
3. Using abusive, vulgar, or other inappropriate language.
4. Cyberbullying.
5. Revealing personal addresses or telephone numbers, either your own or that of others.
6. Downloading or saving anything to the library's computer's hard drive.
7. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused.
8. Downloading copyrighted material for other than personal use.
9. Using the network for private financial or commercial gain or for commercial or private advertising.
10. Gaining unauthorized access to resources or entities.
11. Invading the privacy of individuals.
12. Using another user's account or password. Using the library's e-mail account or address.
13. Posting material authored or created by another without his/her consent.
14. Posting anonymous messages.

***FAILURE TO ABIDE BY THE LIBRARY'S GUIDELINES
FOR ACCEPTABLE USE WILL RESULT IN:***

1. Warning and reminder of library's policy. In case of a student, the parent will be contacted.
2. Repeat offense within 3 months' time = suspension of Internet privileges for three months.
3. Repeat offense following suspension = revocation of Internet privileges.

Abuse and misuse of the library's computers and services may not only be a violation of the Computer & Internet Policy and Agreement, but may also violate the criminal code. Therefore legal action may also be taken, including action to recover damages.

Policy passed: 2/14/2000, Revised: 1/31/2012, 4/10/2017, 10/16/2017

RESPONSIBLE USAGE AGREEMENT FORM

Please
circle one:
Adult
or
Student

I have read the Carthage Public Library District's Computer and Internet policy and agree to follow the guidelines for acceptable use. I further understand that should I commit any violation, my access privileges may be suspended or revoked and/or appropriate legal action may be taken.

I hereby release the Carthage Public Library District, its Board of Trustees, and staff members from any claims and damages arising from my use or inability to use the Internet.

User Signature: _____ Date: _____

Parent Authorization

(Required for patrons under 18 years of age)

I have read the Carthage Public Library District's Computer and Internet policy. I have discussed appropriate Internet behavior with my son/daughter and accept full responsibility for supervising his/her use of the Internet. I understand that should he/she commit any violation, his/her access privileges may be suspended or revoked and/or appropriate legal action may be taken.

I understand that the Internet contains inappropriate, inaccurate, and controversial materials and that the library has no control over the content of the Internet. I will not hold the Carthage Public Library District, its employees, and/or Board members responsible for what my child views or obtains from the Internet.

If I wish to place restrictions on my child's computer or Internet usage (such as using for homework only), I understand that I must monitor his/her usage and it is not the Library staff's responsibility to monitor him/her.

I hereby request that my son/daughter, who is in 5th grade or older, be allowed to access the Internet at the Carthage Public Library.

Name of student: _____

Age of Student _____ Date and year of birth _____

Student's grade _____ Today's Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian's signature: _____

Form revised October 2017

First Name _____

Please Print. Last Name _____