Parlin-Ingersoll Library Internet and Computer Use Policy

The following policy refers to library computers that are Internet accessible to the public, to any personal computers or mobile devices accessing the library's wireless connection, and to all other library computers where applicable. Computer use is a privilege, which may be modified or revoked by the library at any time. Users shall obey all local, state, and federal laws while using the library computers as well as follow all established standards of online behavior, language, content and security, in addition to overall library policies and procedures.

Disclaimer and Safe Practice

Internet content can be supplied from many sources, some of which may be inaccurate, outdated, sexually explicit, personally controversial, or personally offensive. The library cannot completely restrict or prevent access to such material and cautions patrons to consider and evaluate the sources of information they find online.

When using public computers, all patrons, including children, should be aware of security and privacy issues online and be cautious when sharing private and financial information. To protect one's privacy any attachments or e-mail forms should be deleted at the end of the session, and patrons should logout of any personal accounts (see staff for assistance). In addition, for privacy protection any computer prints should be retrieved once printed. Patrons are responsible for their own actions on the computers, and the library is not responsible for any unauthorized use of library resources.

Filtering

The library filters access to the Internet in compliance with the Child Internet Protection Act (CIPA), as currently interpreted. As per CIPA regulations, all computers must be filtered. Wireless access is also filtered. Any adult, age 17 or over, may request library staff to disable the Internet filters from library computers. However, *adults may not request removal of these filters in order to access anything specifically prohibited below.*

The library does restrict some features for bandwidth and security reasons. File sharing and streaming media sites as identified by our filter will be blocked. These services might include video, music, and photo sharing sites. The library permits online multi-user game playing sites on only a few designated computers due to bandwidth restrictions.

Sites identified by our filter in these selected categories will be restricted: pornography/sexually explicit, hate/discrimination, illegal activities, and gambling. No filtering software is perfect and some materials that fit the above descriptions may get through or be incorrectly blocked. For more information please ask the staff for assistance

Family Involvement with Internet Use

The library recognizes that parents have the primary responsibility and authority to monitor and direct their children's access to educational and informational resources. We encourage parental involvement in their children's use of any library resources. Parents should be aware that Internet filters are an imperfect solution and some material they may consider inappropriate for their own children may not be screened by library filters. Library filters restrict only by website, not specific image or text. Therefore, pornographic and sexually explicit images contained on websites that are not filtered may be accessible to users.

Ultimately, it is the responsibility of all parents or caregivers to supervise their own children's access to Internet resources and to instruct them on safe practices as mentioned above. Parents are also responsible for any inappropriate activities their children may engage in while using the Internet. Parents will be held responsible for any costs incurred by their children through unauthorized activity.

Eligibility

Library computers, including access to the Internet, may be used by any individual eligible to receive library services at the library, after first presenting a valid library card.

Individuals without a library card may use the computers as guests preferably upon presentation of some form of ID. Patrons may schedule a computer in advance or in person and need to sign in and out at the circulation desk.

Time Restrictions

Patrons are allowed one session of up to one hour per day. However, if no one is waiting to use a computer, patrons can stay on the computer for longer periods of time or get on more than one time per day with the understanding that if all computers are in use and another person requests a computer, they will be told their time is up. Reservations for longer time periods (no more than 3 hours) can be taken in advance for online testing.

Age Restrictions

Preschool through Grade 8 **-** Children who have not yet graduated from eighth grade may access the Internet after **a parent or legal guardian has first co-signed the initial Internet use agreement.** Children must be able to use the computers independently without supervision if not accompanied by a parent.

Downloading

Patrons may not alter the library desktop or other settings nor may they download or install executable software to the library computers. Patrons may download to their own personal devices (USB drives, MP3 players, etc.). Staff will scan all personal devices prior to each session.

Prints

Individuals must pay for all prints made from the Internet, including "mistakes." Black-and-white prints will cost $0.15 cents per sheet. All color prints will cost $0.30 cents per sheet. All individuals may be required to show every print in their possession to library staff upon request. Failure to do so may result in immediate loss of Internet use privileges. Customers must pay for every print in their possession. Customers suspected of not reporting and/or paying for prints they made may lose their Internet privileges for an appropriate amount of time. This includes prints abandoned at the printer. When a customer prints on both sides of a piece of paper, this is counted as two prints.

The library also offers wireless printing. Please see staff for assistance.

Staff Assistance

Library staff will be available to provide assistance with the use of library resources. If front line staff cannot provide quick assistance, an appointment can be made with the Circulation Manager or Adult Services Coordinator. If the patron needs additional help, the staff may suggest they bring in their own helper or refer them to other agencies that provide more in-depth instruction.

Revocation of Internet Use Privilege

Users who violate or abuse any one of the library's computer or Internet restrictions may have all computer-use privileges at the library revoked per the Library's Code of Conduct Policy, as deemed suitable by the Director. If the offense is deemed serious enough or involves actual or potential criminal or illegal activities, the user may be suspended from using computers and other library services for longer periods of time if so approved by the Board of Trustees.