

KEGOAYAH KOZGA LIBRARY

Computer Use and Internet Safety Policy

POLICY STATEMENT

This document describes the management of the computers and Internet access owned and administered by the Kegoayah Kozga Library. It reflects the ethical principles of the Library and indicates the privileges and responsibilities of Library patrons utilizing computer resources.

MISSION

The Kegoayah Kozga Library provides access to computers and the Internet as another means of meeting our mission to inform, enrich and empower citizens by creating and promoting free and easy access to a vast array of ideas and information. Internet resources accessible through the Library are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using Public Library resources and facilities.

RESPONSIBILITIES OF LIBRARY STAFF AND USERS

In providing public access to the Internet, the Kegoayah Kozga Library subscribes to the principles of intellectual freedom expressed in the American Library Association's LIBRARY BILL OF RIGHTS and FREEDOM TO READ statements and its interpretations of these documents. Library staff will not monitor, control, or restrict anyone's access to equipment or the range of information available within the limits of State and/or Federal law and/or this policy.

The Kegoayah Kozga Library provides access to Internet search engines on all computers. Minors (minors are defined in this policy as children and young people under the age of 17 years) are restricted from access to chat rooms and all direct forms of electronic communication other than e-mail. Parents or guardians are responsible for their minor children's use of the Library's resources and facilities. Parents or designated guardians, who wish to additionally limit or restrict the access of their own children, should personally oversee their use of the Internet and other forms of electronic information. Minors who visit the library without a parent or guardian are responsible for their own decisions and behaviors.

The Internet is a global entity with a highly diverse user population and information content. Though the Internet provides users with a wide array of excellent information, it also contains information that may be inaccurate, outdated, or personally offensive. Library patrons use it at their own risk. A good information consumer evaluates the validity of information found. Use of Internet resources carries with it a responsibility to evaluate the quality of the information accessed.

KEGOAYAH KOZGA LIBRARY INTERNET DISCLAIMER

The Library and Library Staff shall have no liability for direct, indirect or consequential damages related to the use of information accessed on the Internet from Library equipment. Internet users are reminded that:

1. Not all sources on the Internet provide accurate, complete, or current information.
2. Public library workstations are not private or secure.

UNACCEPTABLE USES OF COMPUTERS

1. *Uses that violate the law or encourage others to violate the law.* Transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. *Uses that cause harm to others or damage to their property.* Engaging in defamation (harming another's reputation by lies); uploading a worm, virus, or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. *Uses that jeopardizing the security of access of the computer network or other networks on the Internet.* Disclosing or sharing the user's password with others; impersonation another user; using one's own software programs on the library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.
4. *Uses that compromise the safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications:* Minors under age 17: Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has "met" on the computer network or Internet with out a parent's permission.

INTERNET SAFETY AGREEMENT

The Kegoayah Kozga Library Internet Safety Agreement states the rules and responsibilities of the computer users and the Library Staff's role. **This document must be signed by each patron or user (if a minor, a parent or guardian signature is required), before accessing the Internet.** Once signed, each user is entered into a database, which confirms and records each user's understanding of, and agreement with, the Computer and Internet Use Policy and the Internet Safety Agreement.

RESPONSE TO VIOLATIONS

The user's access to the Library's computer network and Internet is a privilege, not a right. **A user violates this policy by his, or her, own action or by failing to report any violations by other users that come to the attention of the user.** Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internets. **Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access these computers.**

Library employees are authorized to terminate any user's access session, or to prohibit a user from subsequent access sessions for up to two weeks from the date of informing the user of that action, given cause to believe that the user has failed to comply with the Internet Safety Agreement or the Computer and Internet Use Policy and/or Rules.

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Internet Safety Agreement

- The Library Staff is not responsible for the content or quality of the information residing on the Internet.
- Internet computers will not be used for illegal activity, or to access illegal materials or obscene material.
- **Installation, downloading, or modifying software is prohibited.**
- Users will respect copyright laws and licensing agreements.
- **Prompt payment is required by users who incur charges for printing.**
- Users must sign up to use the Internet on a next-available-terminal basis. Terminals will not be “reserved” for persons who are not in the immediate vicinity when their name is called, and telephone reservations will not be taken.
- Access sessions will be limited to thirty minutes, unless otherwise authorized by the Library Staff. The number of access session available per day, per user, may be established by the Library Staff: such limitations will be dependent on facility-specific demand in order to provide access for the majority of users.
- **One user only allowed at each computer. Users must end their session when asked to do so by Library Staff.**
- Users will respect the privacy of other users, and will refrain from attempting to view or read materials being used by others.
- Children under the age of 17 must have a parent or guardian signature to apply for Internet access. Children under the age of 8 may not access the Internet unless supervised by a parent, guardian, teacher or a responsible adult.
- **Minors (Children and young people under 17 years) may not participate in any direct electronic communication other than e-mail (this includes chat rooms and games requiring chat access).**

In applying for Internet access for yourself or for your child, you agree to follow all Library rules and regulations.

The undersigned acknowledges and agrees that s/he has **read and understands the Library’s Computer and Internet Use Policy.** The undersigned further acknowledges and agrees that the Kegoayah Kozga Library assumes no liability for any loss or damage to the user’s data.

Library employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct, and/or to prohibit use by persons who fail to comply with the Internet Use Policy

Name: _____ Please Circle one: Adult Child
Signature: _____
Parent or Guardian Signature: _____
Date: _____ Phone: _____