

COMPUTER USAGE & INTERNET ACCEPTABLE USE

Introduction

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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. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding patron access to the Internet, Warsaw Community Public Library considers its own stated mission, goals, and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees. Access to the Internet enables patrons to explore thousands of libraries, databases, web sites, and other resources. Library staff will provide basic instruction to patrons in its use. At this time, the Library does not offer e-mail accounts or chat room assistance.

Purpose

The purpose of Library-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, patrons' use must be consistent with Library policies. Access is a privilege, not a right. Access entails responsibility.

Confidentiality

Internet access is actively monitored for use, which violates this policy (see below). In general, however, the Library will treat information stored on computers as confidential. 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.

When possible and appropriate, computer users will receive prior notice of such disclosures. (Viewing of information in the course of normal system maintenance does not constitute disclosure.)

Minors

Minors (under 18 years) utilizing Library-provided Internet access must first have the signed permission of a parent or guardian. It is **strongly** recommended that minors, when using library computers, be supervised by a parent or guardian. Minors utilizing Library-provided Internet access are responsible for good behavior on-line just as they are in other areas of the Library.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, though it is not recommended by the Library, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a minor's parent or guardian would be liable.

While the Library's intent is to make Internet access available in order to further educational and informational goals and objectives, minors may find ways to access other materials as well. Parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. The Library's policies and procedures are available on request for review by all parents, guardians, and other members of the community.

Violations

The following uses of library-provided Internet access are considered inappropriate, or illegal and are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, or sexually explicit language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the library property or of another individual or organization;
- e. to access another individual's materials, information, or files without permission;
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;

Examples of other violations include, but are not limited to, the following:

- a. Harassment of other users;
- b. Libeling or slandering other users;
- c. Disruption or unauthorized monitoring of electronic communications;
- d. Violation of computer system security;
- e. Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;
- f. Use of computer communications facilities in ways that unnecessarily impede computing activities;
- g. Violation of software license agreements;
- h. Violation of network usage policies and regulations;
- i. Violation of another user's privacy.

Warsaw Community Public Library reserves the right to terminate any patron's Internet use privileges if inappropriate sites are accessed, displayed or posted. *(When written evidence of policy violations or illegal activity, Warsaw Community Public Library, reserves the right to refer to in-house documentation and logs—including but not limited*

to records of recent Internet sites visited by the individual user, computer use times and registration information, and screenshots of the offence in progress.)

Any violation of Library policy will result in loss of Library-provided access to the Internet. Violations may include, but are not limited to, users whose account has been turned over to the Library's material collection agency for owing \$25 or more and users who write a check to the Library for non-sufficient funds (NSF). Violators will forfeit the ability to borrow Library materials and will lose their Internet privileges until full restitution is made. Additional disciplinary action will be dealt with in a serious and appropriate manner and will be determined in keeping with existing Library procedures and practices regarding inappropriate language or behavior. It is possible for violators of this policy to lose all library privileges (*i.e. borrowing materials and computer usage.*) (Staff will be subject to normal disciplinary procedures as well.).

A person who knowingly or intentionally... displays matter that is offensive and harmful to minors in an area to which minors have visual, auditory, or physical access...commits a Class D felony. IC 35-49-3-3.

Users whose Warsaw Community Public Library Internet conduct violates federal, state or local laws may be prosecuted to the full extent of the law. Warsaw Community Public Library will cooperate with the proper authorities in the investigation and prosecution of illegal activities.

Disclaimer

The Library makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Library is not responsible for lost or corrupted data due to network or hardware failure or power loss, or due to the activities of others. The Library is not responsible for lost or corrupted data due to viruses, or other detrimental code or programs. Users of electronic mail, online banking, social networking sites or any other online activity should make all efforts to protect their privacy and secure all usernames, passwords, or other information they deem private. Patrons should log out of public Internet stations before they leave the station. There is no guarantee that Warsaw Community Public Library or its staff can protect the user's privacy at library computers. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rest with the user. Warsaw Community Public Library assumes no liability for loss of damage to the user's data or for any damage or injury arising from invasion of the user's privacy. **The Library will not be responsible for the accuracy, nature, or quality of information stored on Library diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Library-provided Internet access. The Library will not be responsible for unauthorized financial obligations resulting from Library-provided access to the Internet.**

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. Users need to be good information consumers, questioning the validity of any and all the information gathered through Internet resources.

Time limits for public Internet computer use will be devised and enforced to ensure all patrons are able to fairly utilize Library resources. Patrons providing their own equipment and utilizing wireless connectivity are not currently time restricted but have reduced maximum bandwidth. Wireless Internet connectivity is not guaranteed due to the nature of wireless networking, and quality of signal or connection is not guaranteed.

The Library will not be responsible for personal property or equipment, which is lost, damaged, stolen or used to access Library computers or networks or for Library-provided Internet access.

The Internet contains material of a controversial nature. *Warsaw Community Public Library will apply a filter solution in accordance with the Child Internet Protection Act (CIPA) and other federal, state, and local legislation. In accordance with CIPA regulations the Library will provide unfiltered Internet access to adults if they request it. The Library Board of Trustees will review this policy annually.* Parents of minor children assume full responsibility for their children's use of the Internet through the Library's connection.

Parents and children are encouraged to read materials the library provides about this issue. One good source for your child's safety on the Internet is "Child Safety on the Information Highway", reprinted and distributed with permission of the National Center for Missing and Exploited Children.

Warsaw Community Public Library does not offer technical support for equipment not owned by the library. The Library will not offer assistance in establishing a wireless connection for any purpose or use, except to offer a pre-printed instruction sheet with connectivity information and commonly known troubleshooting tips.

Addendum for Staff Computer Users

A. Library Mission

Library computing resources are to be used to advance the Library's mission. Staff may use them only for purposes related to the discharge of their duties as employees, their official business with the Library, and other Library-sanctioned activities.

B. Guidelines for Staff Use of External Networks

Members of the Library community who use networks or facilities not owned by the Library will adhere to the policies and procedures established by the administrators of these networks and facilities. (These can usually be obtained from the network information center of the network in question.) Use of Library computing resources must follow the guidelines of all of the networks traversed.

C. Guidelines for Staff Internal Use of Library Computers

The library's internal network is connected to the Internet. Everyone with computer access to the internal network has the ability to access the Internet, including use of electronic mail and the World Wide Web. While the Internet is a great resource for our organization, it is the responsibility of each employee to use this resource responsibly and respectfully. Library staff are subject to the Computer Usage and Internet Acceptable Use Policy in its entirety. It is assumed that the predominant use of these resources will be for work use, and that any personal use of electronic mail or the World Wide Web will be limited; never a priority over work matters. If an employee violates the Computer Usage Policy, disciplinary action will be taken, up to and including dismissal.

Passwords assigned to staff members allowing access to the library's internal network and subscription databases are confidential and should not be shared with anyone. Indiscriminate sharing of passwords could compromise the library's network and subscriptions and may subject the employee to disciplinary action.

Electronic mail sent from the library by staff should be treated the same as any other communication that is sent. All communications represent Warsaw Community Public Library as a whole, and as such, should be written in a professional and appropriate manner. This also applies to any material that is published on Warsaw Community Public Library's Web site.

Staff should not use departmental computing resources for private business purposes unrelated to the mission of the Library without approval by the department head. Family and friends are also not allowed to use library computers.

The appropriate department head with the following minimum guidelines in effect may approve personal use of Library computing resources:

- a. Personal use will be on an employee's personal time.
- b. It will not interfere with any work-related activity.
- c. The person will supply his or her own expendable materials.
- d. Hard disk space should be reserved for departmental administrative tasks rather than for personal use.

The Library has the right and capability to monitor email and computer usage. Computers assigned to library staff are property of Warsaw Community Public Library and as such are subject to periodic scrutiny.

The Library encourages staff to use e-mail for job-related communication and professional development. Use of e-mail for personal interest is not permitted on library time.

The use of computer games or social networking sites for personal interest is also not permitted on library time.

If there are any questions regarding this policy, please contact the library director or your department head.

Public Computer User Application Form



WARSAW COMMUNITY PUBLIC LIBRARY APPLICATION FOR PUBLIC COMPUTER USER CARD

This form must be completed in full and signed before it will be processed. A valid photo ID must be presented by the applicant or parent/guardian if the applicant is under the age of 18.

FOR LIBRARY USE ONLY

Staff Initials _____ Date _____
Adult PC User ____ Youth PC User ____
Barcode _____ Type of ID Used _____

Section 1: Personal Information (Please print)

Last Name _____ First Name _____ Middle Name _____ Suffix _____

Date of Birth (mm/dd/yyyy) _____ Gender ____ Male ____ Female

Personal ID Number (PIN) (must be 4 digits) _____

Email _____

Mailing Address _____ Apt. # _____

City _____ State _____ Zip Code _____

Phone Number (Home) _____ (Cell) _____

Guardian Name (card applicant under 18 years - **print**) _____

Section 4: Borrower Agreement and Signature

I have read, understand and will abide by the current Warsaw Community Public Library (WCPL) Computer Usage & Internet Acceptable Use Policy and Procedures. I further understand that any violation of these regulations is unethical and may also constitute a criminal offense. Should I commit any violation, my access privileges may be revoked indefinitely.

Signature of Borrower _____ Date _____

If you are under the age of 18, your parent/guardian must also read this agreement and sign below.

As parent or guardian of the minor below, I assume full responsibility for returning all library materials, paying fines, paying for lost or damaged materials charged on this card, notifying the Library of any change of name or address, and reporting if the card is lost or stolen. The undersigned is also responsible for insuring the above minor follows all Library policies, including Computer Use and Internet Acceptable Use policies and procedures.

Signature of Parent/Guardian _____ Date _____

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