

Computer and Internet Use Policy

The Barlow Memorial Library is providing free access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet Use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, each adult computer user must show either a Barlow library card or government issued photo ID card to library staff before signing up to computer use.

This service may be restricted at any time for use not consistent with the guidelines.

Internet use for Children:

Users under the age of 9 years must be accompanied by parent/guardian to be at a computer station.

Users ages 9 years to 18 must have an Internet form on file.

Parents/guardians must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement. Children under the age of 9 must be accompanied by a parent or guardian while using the library's computer workstations, including the Internet.

Library patrons with fines of \$5.00 or more may not use the library's computers for any purpose.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below that include generally accepted rules of network etiquette.

Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the Robert W. Barlow Memorial Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet. The Library does not provide filtering software on any of our public access computers. In order to address the issue of access by minors to inappropriate materials on the Internet, including material that is harmful to minors, the Library:

1. Does not allow children under the age of 9 to use the Internet without being supervised by a parent or guardian.
2. Only allows children from 9 to 13 to use the public access computers that are supervised by library staff and only with a Student Internet form on file.
3. Encourages staff to guide minors away from materials that may be inappropriate.

To address the issue of the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, as well as the unauthorized

disclosure, use and dissemination of personal identification information regarding minors, the Library urges minors to keep in mind the following safety guidelines:

- Never give out identifying information such as home address, school name, or telephone number.
- Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.
- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.
- Have parents or guardians report an incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
- Remember that people online may not be who they say they are.
- Remember that everything one reads may not be true.

To use computers in the library patrons need to register at the Circulation Desk on the sign-in sheet. If patrons do not register they may be asked to leave computer for another patron who is waiting and has signed in. The first patron can sign up but must wait their turn.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural and recreational needs.

Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service that will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.

Internet use is offered in sixty (60) minute sessions on a first-come, first-serve basis; each user is allowed one session in a 24 hour period, a second session is allowed only if the computer is not in demand; but once having had the service for 60 minutes the user must abandon use of the Internet if another patron requests use of the service. Patrons using the computers for other purposes will abide by the same time limits.

Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use the Internet for illegal purposes.

Users agree not to incur any costs for the library through their use of the Internet service.

Users will not create and/or distribute computer viruses over the Internet.

Users will not deliberately or willfully cause damage to computer equipment, programs, or parameters. Reviewed & Approved by Board of Trustees 12/7/09 and 5-7-12

**STUDENT INTERNET USE AGREEMENT – Must be completed in person with
Parent/Guardian at the library**

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RULES

1. Users under the age of 9 years must be accompanied by a parent or guardian.
2. Users between the ages of 9 and 18 years must have a Student Internet Use Agreement signed by a parent or guardian on file at the library.
3. Any costs incurred while using the Internet or printing from the Internet will be the responsibility of the student.
4. Internet service will be on a first come first serve basis. Students are guaranteed one full hour of Internet use, and second session is allowed only if the computer is not in demand; but user must abandon computer use if a need arises with another patron.
5. Students under 13 years old will be allowed to use the computers in the children's area only.
6. Students in high school (Summer: cannot be going into freshman year.) will be allowed to use the computers in the teen area and adult area if teen computers are full.
7. Only one or two students are allowed to work together at a computer.
8. Student users are expected to abide by the complete Internet Policy of the Robert W. Barlow Memorial Library. A copy of the policy will be provided upon request.

SIGNATURE

We the undersigned have read and understand the Internet Rules and agree to abide by the policy of the Robert W. Barlow Memorial Library

Birth Date _____ Student Signature _____

Student Name (Please Print) _____ Age now _____

Parent/Guardian Signature _____

Print Parent/Guardian Name _____

HomeAddress _____

Phone Number: Daytime _____ Evening _____

Date _____