

Belgrade Public Library

Computer Acceptable Use Policy

Computer users are required to register at the circulation desk prior to using the Library's computers. Users are required to read the Acceptable Use Policy agreement. Library staff may establish time limits for use during periods of high demand. Children under the age of 13 must be supervised by a parent or guardian while using the Internet. Parents or guardians of minors of any age are encouraged to participate actively in their children's use of the Library's computer and Internet Resources. The Library Staff cannot act in place of a parent or guardian with regard to the use of these resources. Computer equipment may not be removed from the Library building.

The computer provides users access to a vast resource of information through the Internet. Belgrade Public Library cannot verify the accuracy, timeliness, appropriateness or veracity of the information, or content, found on the Internet. All users must evaluate the appropriateness and usefulness of this information themselves.

- A. Guidelines for **acceptable use** of the computers and the Internet include, but are not limited to:
- i. Contact with researchers, educators, students and databases connected with research, instruction, or exploration of the Internet's resources;
 - ii. Communication and exchange for professional development, to maintain currency or to debate issues in a fields of knowledge;
 - iii. Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use;
 - iv. Most material on the Internet is protected by the United States Copyright law. Computer users are responsible for adhering to copyright law;
- B. Belgrade Public Library is a public place. Information and graphics that may be appropriate in a private place may not be appropriate here in the Library. **Unacceptable uses** of the Internet include but are not limited to:
- i. Unauthorized access to the Library network and computers, and/or attempts to alter the hardware or software;
 - ii. Use which interferes with, intercepts or disrupts network users, services, or equipment;
 - iii. Unauthorized disclosing, using, or disseminating of personal identification information;
 - iv. Using profanity, obscenity, or other language which may be offensive to another user;
 - v. Downloading and uploading pirated or illegal software in violation of copyright law or discussion of such items;
 - vi. Unauthorized downloading and installing files to the Library's computer hard drive;
 - vii. Uploading or creating computer viruses, which is considered a criminal offense;
 - viii. Destroying or modifying data or committing any form of vandalism;
 - ix. Developing programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing device;
 - x. Sending hate mail or chain letters, harassment, discriminatory remarks or other antisocial behaviors;
 - xi. Accessing or processing pornographic material, inappropriate text files, or files dangerous to the integrity of the local network;
 - xii. Unauthorized online access including "hacking" and other unlawful activities;
 - xiii. Transmitting any material in violation of state or federal law.
- C. **Security:** Belgrade Public Library will not be responsible for any damages you may suffer as a result of your use of its computers or network. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk. Belgrade Public Library makes no warranties, either expressed or implied, with regard to software or information down-loaded from its computers or network. Belgrade Public library cannot guarantee the security of any transmission made to or through the network.
- D. **Termination of access:** Library staff will review the Acceptable Use Policies with persons accessing inappropriate/unacceptable information on the Internet or use of the library computers. If the patron again accesses inappropriate/unacceptable information or computer uses, the Librarian may withdraw the person's computer privileges. The person can appeal the Librarian's decision to the Library Trustees who will consider the Librarian's action at the next scheduled meeting.
- E. **Children's Internet Protection Act (CIPA):** Children twelve (12) years of age or younger must be accompanied by a parent or guardian at all times during their use of library computers. Children between the ages of twelve (12) and seventeen (17) must have written permission from a parent or guardian before using the computers. The Library attempts to block Internet websites that contain the visual depiction of materials containing obscenity, child pornography, and materials harmful to minors, as required by the Children's Internet Protection Act. To the extent practical, steps shall be taken to promote the safety and security of users of the Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Any adult using the Internet may request the staff to remove the block for bona fide research or other lawful purposes, without explaining the need for the request.

By the action of using Library computers, I hereby indicate that I have read and agree to follow the guidelines contained in this policy. I understand that should I violate these guidelines, my access to the Internet may be curtailed or denied.

Approved by Trustees 10.7.2014

Approved by Select Board 11.4.2014