

## **INTERNET USE POLICY**

The Shepherdstown Public Library provides access to the Internet as a means to enhance 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 and visitors; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 16 years of age, along with a parent or legal guardian, must sign the Internet Use Agreement. All users must sign the log-in chart prior to beginning their session.

### **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, which 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 Shepherdstown Public 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 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.

### **Guidelines:**

- 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 which 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 thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one session--if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for 30 minutes the user must abandon use of the Internet if another patron requests use of the service. There is no time limit on the laptops unless there is someone waiting;
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes;
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service;
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

### **IMPORTANT INFORMATION FOR USERS OF THIS INTERNET ACCESS**

- Please log in on the computer sign-up sheet, giving beginning and ending times of session.
- Limit your computer sessions to 30 minutes, if other persons are waiting. Chat functions are prohibited. No more than two persons working together may sit at one workstation at any time.
- Individual users are responsible for the sites they choose to access. As with other library materials, restriction of a child's access is the responsibility of the parent or legal guardian. Parents should let their children know if there are resources on the Internet that they do not want them to use. Library staff will not be responsible for monitoring internet use by persons under the age of 16. If possible, parents or legal guardians should supervise their child's use of the Internet.
- Printing is available from the printer attached to the Library's computer. There is a charge of 20 cents per side printed.
- The library does not permit downloading of files onto library computers because of security restraints and the danger of viruses.

- There are resources on the Internet that are inappropriate to a public setting in such a small library. Inappropriate sites, as defined by the Library Board of Trustees, include, but are not limited to, hate groups and groups that promote violence, child pornography or obscene content. Use of inappropriate sites may result in suspension of access privileges by the Library staff.
- Users should, to protect their privacy, sign out of any accounts, close work sites (e.g. Explorer) and delete all email messages before leaving the computer. Return to the desktop display screen.
- We welcome your questions and comments!