

Acceptable Use and Internet Policy

Coolidge Public Library Policy and Procedures

Subject: Acceptable Use and Internet Policy

Approved: City Council

Date: February 23, 2015

Purpose:

In line with its mission, the Library offers public access to the World Wide Web to help meet the informational, recreational, and educational needs of the community it serves. The purpose of this policy is to provide a clear understanding of acceptable behavior in relation to computer and Internet use.

Statement of Policy:

The Internet provides access to diverse resources from many countries and cultures that may not be found in the Library's collections. However, because the Internet is a vast and unregulated medium, the Library has limited control over information, images, and commentary available through the Internet and is not responsible for the accuracy, authority, or timeliness of the content. Further, the Library cannot protect users from information and images that they might find offensive or disturbing.

Filtering:

The Library uses filtering technology on all computers with Internet access. The filtering software installed on Internet-accessible computers protects against access to visual depictions of obscenity, child pornography, and in the case of persons 17 years of age or younger, materials that are harmful to minors. The Library cannot and does not guarantee that the filtering software will block all obscenity, child pornography or materials that are harmful to minors. Nor can the Library guarantee that the filtering software will not restrict access to sites that may have legitimate research or other value.

Access by Minors:

Parents and legal guardians have the responsibility to oversee their child's exposure to and use of the Internet. Parents and children are encouraged to seek guidance from Library staff and to visit www.netsmartz.org (National Center for Missing and Exploited Children).

If a user is under 18 years of age, a parent or legal guardian will be required to sign a consent form that acknowledges the terms under which Internet access is provided and agreeing to comply with the terms of the Library's policies and procedures.

User Responsibilities:

All users of the Internet are expected to use this resource in a manner consistent with the purposes for which it is provided and according to the guidelines established by the Library.

RESPONSIBLE USE OF THE INTERNET INCLUDES:

- Refraining from illegal or unethical use, including violation of federal, state, or local laws and regulations, including but not limited to:
 - You are prohibited from engaging in activities that are harmful to minors (A.R.S. § 13-3501 and 3506).
 - You are prohibited from accessing and displaying explicit sexual materials (A.R.S. § 13-3507).
 - You are prohibited from committing telecommunications fraud (A.R.S. § 13-3707).
 - You are prohibited from committing computer fraud (A.R.S. §13-2316);
- Using the Library’s Internet resources for education and informational purposes;
- Respecting intellectual property rights by making only authorized copies of copyrighted or licensed software or data on the Internet;
- Respecting the privacy of others by not misrepresenting oneself as another user, by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet;
- Refraining from damaging or altering the configuration of the equipment to access the Internet or the software of data residing on the Internet; and
- Refraining from the deliberate propagation of destructive processes such as computer “worms,” “viruses,” and “Trojan horses.”

Netiquette Guidelines:

The Library encourages patrons to exercise good netiquette when interacting on the Internet. Below are examples of inappropriate Internet communication:

- Internet users should refrain from posting or sharing libelous statements. Libel is an untruthful statement about a person, published or in writing or through broadcast media, which injures another person’s reputation or standing in the community. It is a civil wrong, and is subject to legal prosecution.
- Sexually explicit or crude sexual comments about anyone or anything are not appropriate.
- Patrons should avoid posting threatening statements or statements that suggest violent acts against anyone or anything.
- Crude comments about a child are not acceptable.
- Swearing or obscenity, including using punctuation such as #&\$*# in place of part of an obscene word is inappropriate.
- Using derogatory phrases to define a group of people is disrespectful.

Conditions of Use:

To ensure that the use of the Library’s electronic information resource is consistent with the legal and ethical standards set forth in this policy, the following conditions of use shall apply:

- Internet use is on a first come, first served basis.

- A Library card is required. Additionally, a signed parental consent form is required of anyone under 18 years of age to use the Internet. Minors without the signed parental consent form may not view the Internet unless accompanied by a parent or legal guardian.
- Internet use when there is a waiting list is limited to an hour and a half. This is subject to change depending on usage and availability.
- Internet access will be denied to anyone engaging in disruptive behavior. If a user is disruptive, he or she will lose any additional time allotted to them. Disruptive users may be barred from using the Library's computers and/or asked to leave the Library.
- Computers are usually available during normal working hours of the Library, subject to periodic maintenance or computer instruction. Computers will be shut down 15 minutes prior to closing regardless of a user's time remaining.
- A maximum of two people may be at a computer at any one time.
- Library users shall not attempt to upload, install, set-up, run, or execute any program or software not on the Library's computer workstations.
- Abuse or misuse of the equipment may, at the discretion of the staff, bar a person from future use. The user may also be billed for the cost to replace or repair the equipment. Parents and legal guardians are financially responsible for the costs to replace or repair equipment resulting from the abuse or misuse of the equipment by their child.

FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN THE LOSS OF LIBRARY PRIVILEGES.