Dillon Public Library
Internet and Computer Use Policy

We do not routinely monitor public computers but reserve the right to do so when a violation of this policy or illegal activity is suspected. Inappropriate use of computers must be documented by Library Staff. Notification to law enforcement may be made by library staff if an alleged situation occurs. Illegal use of computers may be subjected to warrant searches by law enforcement.

<u>Welcome to the Dillon Public Library</u>

Dillon Public Library is committed to providing free and open access to informational, educational, recreational, and cultural resources for library users of all ages and backgrounds. The Library makes information available in a variety of formats, including print, audiovisual, and electronic resources.

The Dillon Public Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents to determine and monitor their own children's use of library materials and resources; parents of minor children must assume responsibility for their children's use of the Library's electronic resources. Minors 17 years and younger are allowed to use unfiltered library computers only if they have a parental permission form signed and on file at the Circulation desk of the Dillon Public Library. (Please see Appendix I, page 5 at the end of this policy statement.) A new signed permission form shall be in effect for a period of one (1) year from the signature date as of the time of submittal. The permission form shall be resubmitted after the first form has expired after one (1) year form the signing date on the form. A new permission form is required yearly until the minor achieves the age of 18 years of age.

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and may lead to prosecution. The user will be held responsible for his/her actions using the Internet or other electronic resources. Users are expected to abide by library policies, which include generally accepted rules of network etiquette. (Please see Appendix II, page 6 at the end of this document.) Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges. First offence is a suspension for a term of two weeks. The second offence is a permanent suspension.

The Internet is a decentralized, unmoderated global network; the Dillon Public Library does not have control over the content found therein. The Library is not responsible for the content, availability, and accuracy of information found on the Internet.

The Library provides children's computer stations that are filtered using Net Nanny®. All other library public computers are provided without filtering.

Computer Policy   Revised 2017

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<u>Library Computer Behavior</u>

Library users are expected to use the following guidelines based on common sense, decency, and civility applied to the networked computing environment.

1. Access to computers is on a first-come, first-served basis. **Computer users must checkout computers at the Circulation Desk with their library card**. The authorized patron receives a password slip, which must be returned to the Circulation Desk when they are finished using the computer. Each user is granted 30 minutes of computer use. Exceptions to this time limit may be made by library staff for the purpose of allowing patrons to take online exams. If computer stations continue to be available, a user may, if authorized by the library staff, continue to use the station until the station is needed by the next user. Library staff reserves the right to request patrons to leave the computer station at any time after the first 30 minute usage has expired.

2. Users 17 or younger MUST have a current signed parental consent form on file at the Library. Parental consent forms are in effect for a year from the parent signing. An internet card is issued when the signed consent form is received, and the card must be shown every time a minor checks out a computer.

3. Users must end their session and leave the station when asked to do so by Library staff, even if they have not completed their access session.

4. By mutual consent, two persons may share one access session as long as their behavior and/or conversation do not disturb other users or Library staff.

5. Printing:
   a.) Each page of printing costs ten cents. Double sided copies are 15 cents.
   b.) Payments for copies are made at the Circulation Desk. The patron should always check "Print Preview" before pressing the print button, so that they will know exactly how many pages are printing. The patron is responsible to pay for all copies printed from the computer during the time they are using it, and payment must be made at the time the patron picks up his/her copies.
   c.) Color printing is not available. Printing services are not available from personal laptops brought into the Library.

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Acceptable Uses

1. Computer sound is available only through use of personal headphones or by checking out a pair of the Library's headphones from the Circulation Desk at the time a request is made to use a computer.
2. Legal downloading to personal flash drives and other electronic devices is permitted.

Unacceptable Uses

The following is a partial list of unacceptable uses:
1. Uses that violate the law or encourage others to violate the law.
   - Offering for sale or use any substance possession of which is prohibited by law.
2. Viewing, transmitting or downloading pornographic materials.
3. Uses that cause harm to others or damage to their property.
   - Engaging in defamation; uploading harmful programming or vandalism.
   - Participating in any form of unauthorized access to other computers, networks, or information systems.
4. Uses that jeopardize the security of access of the computer network or other networks on the Internet.
   - Disclosing or sharing the user's password with others.
   - Impersonating another user or using one's own software programs on the library's computers.
   - Altering the Library's computer settings, damaging or modifying computer equipment or software.
5. Uses that compromise the safety and security of minors.
   - Using e-mail, chat rooms and other forms of direct electronic communications that compromise the safety and security of minors.
6. Uses that violate Confidentiality of Information.
   - Disclosing or dispersing the personal information of any individual on the internet in any manner that violates Montana's laws regarding privacy and confidentiality or US Constitutional guarantees of those rights.

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Response to Violations

The user's access to the Dillon City Library's public computers, network and internet is a privilege, not a right. A user violates this policy by his or her actions. Failure to comply with this policy and its procedures will result in the forfeiture of the user's privilege to access Library computers. If a violation of this policy may also be an illegal activity, appropriate law enforcement officials will be notified of the violation. First offence, suspended for two weeks; second offence, permanent suspension.

Please note that the Dillon Public Library Internet and Computer Use Policy fall under 45-8-206 Montana Code Annotated 2017.

Approved by Board of Trustees

_____   _____
John Garry, Library Board of Trustees Chairperson   Date

Reviewed by Library Staff

_____   _____
Lori Roberts, Library Director   Date

Dillon Public Library
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Appendix I

Permission to use Unfiltered Computers at Dillon Public Library

For the Parent or Legal Guardian:
The Dillon Public Library provides only unfiltered access to the Internet on all Library computers. There are children's computers which do have filtered access to the Internet using the security software, Net Nanny®. Some sites are offensive to some people. Therefore, before any person younger than 18 years of age uses any library computer, we require this signed permission slip and acknowledgement that you, the parent or legal guardian, have received a copy of the Library's Internet and Computer Use Policy for public computers. **Children 10 years or younger are not allowed to use library computers unless they are accompanied by a parent or legal guardian.** Your signature below indicates that you have given the named child permission to use library computers with unfiltered access to the Internet, that you have received a copy of the Library's Computer Policy, and that you and your child agree to abide by the Library's policies.

I am the parent or legal guardian of the following child:

_____   _____   _____
Last Name   First Name   Age

I give my permission for the above named child to use library computers with unfiltered access to the Internet:

_____
Name of parent or legal guardian (**please print**)

_____ _____   _____
Signature of parent or legal guardian   Date

For the child:
I understand that use of the library computers with access to the Internet is a privilege and that inappropriate or illegal use of it will result in the suspension of that privilege. Everyone is expected to abide by the legal and generally accepted rules of network etiquette (see Appendix II). I have received and read a copy of Dillon Public Library's Internet and Computer Policy and agree to abide by those policies.

_____   _____
Signature of child   Date

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Appendix II

<u>Generally Recognized Conditions of Network Etiquette</u>
(Borrowed from Portland Community College website with permission)

As the Internet and World Wide Web grow and more and more of us participate in global communication, it becomes critical for each and every one of us to follow some simple rules of etiquette.

Be polite. Always include appropriate notations in the subject line of an email. Include a salutation to the person or persons to whom you are writing (e.g., George, or District Task Force, etc.) Write clearly and accurately. Never be abusive, harassing or rude. Never use obscene language.

Remember that written correspondence does not convey body language. Do not WRITE TOTALLY IN CAPITAL LETTERS. It comes across as shouting. Use written annotations in your text to express mood. For example, one can use a variety of smiley faces or surround words in asterisks or quotes.

Note that your electronic mail is not private. E-mail is like a postcard, it can be read (but shouldn't be) by anyone.

Do not reveal your own personal address nor the addresses and/or phone numbers of other students or colleagues without their permission.

All communications and information accessible via the network should be assumed to be private property. One should not intentionally seek to obtain unauthorized copies of, or to deliberately modify, any files or other data (e.g., passwords) belonging to any other users of this system.

Copyright law pertains to material found on the Internet as well as published hard copy works. While copying and duplicating interesting works found on the internet can be instructional, make sure to check for copyright information before copying anything. Copyright information is often found at the bottom of the page in fine print, and may even be only the last of a series of linked pages.

To know what you can rightfully copy and duplicate, consult appropriate resources for guidance.

Do not use the network in such a way that you would disrupt the use of the network by other users.

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Appendix III

<u>Computer Room Behavior Requirements</u>

1. No food or drink allowed in the computer room.

2. Talking should be in hushed tones and kept to a minimum.

3. No cell phone use while using the computers. Keep your phone on vibrate and leave the room to carry on any conversations.

4. If you leave your computer for extended phone conversations or breaks, the computer will be reassigned to the next person.

5. If you want sound with your computer use, request head phones from the Circulation Desk when you check out the computer.

6. Unacceptable uses of the Internet:
   - Uses that violate the law or encourage others to violate the law
   - Uses that cause harm to others or damage to their property
   - Transmitting of offensive or harassing messages
   - Offering for sale or use any substance or material, the possession or use of which is prohibited by law
   - Viewing, transmitting or downloading pornographic materials
   - Downloading or transmitting confidential, trade secret information, or pirating copyrighted materials including but not limited to movies and music
   - Uploading or downloading any material or software, which will cause harm to the computer (release viruses, etc.)
   - Attempts to override the security of any other computer system, network, software or another individual's personal information (hacking, cracking, or impersonating another user, etc.)

7. Do not change the settings or desktop of any Library computer.

The user's access to the Library's public computers, network and Internet is a privilege, not a right. A user violates this policy by his or her actions. Failure to comply with this policy and its procedures will result in the forfeiture of the user's privilege to access these computers. If a violation of this policy may also be illegal activity, appropriate law enforcement officials will be notified of the violation.

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Appendix IV

<u>Guidelines to Use of Computers</u>

1. Access to computers is on a first-come, first-served basis.

2. **Computer users must checkout computers at the Circulation Desk with their library card**. You will be given a password slip, which must be returned to the Circulation Desk when you are finished using the computer.

3. Anyone 17 or younger MUST have a signed parental consent form on file at the Library. An internet card is issued when the consent form is received, and the card must be shown every time a minor checks out a computer.

4. Everyone is guaranteed 30 minutes of computer use. If there are no other users waiting for a computer, the 30 minutes may be extended until such a time as another user needs a computer. Exceptions to this time limit may be made for taking online exams.

5. No more than two people are allowed to use the same computer.

6. PRINTING: Each page of printing is 10 cents. Double sided printing is 15 cents. Color printing is not available. Payments for copies are made at the Circulation Desk. Always check "Print preview" BEFORE pressing the print button, so that you will know exactly how many pages you are printing. You are responsible to pay for all copies printed from the computer during the time you are using it.

7. Do not save documents or pictures to Library computers. All computers are reset daily. Library is not responsible for loss of Library User data.

8. Use of disks, flash drives and MP3 players for downloading is permitted. Disks are available for purchase at the Circulation Desk for $1.00 each.

9. Uploading software or programs to Library computers and/or changing the desktop settings is not permitted.