



## **Acceptable Technology and Internet Use Policy**

### Policy overview/description:

The purpose of the Acceptable Technology and Internet Use Policy is to protect the privacy of the patrons of Jones Memorial Library. The Library supports and adheres to the principles of intellectual freedom. Electronic resources, including the computer and the Internet, are reference tools that supplement the Library's collections. Jones Memorial Library works in accordance with the First Amendment to the Constitution and the American Library Association (ALA) approved document 'Access to Digital Information, Resources and Services: An Interpretation of the Library Bill of Rights.' This states that it is the Library's ethical responsibility under the Constitution to provide access to information in all formats to all people, including Internet access.

The Library does not monitor or have control over information accessed on the internet. For this reason, the Library requires patrons to abide by the rules and policies approved by the Jones Memorial Library Board of Trustees.

### Rights of Patrons Using the Internet:

The Library respects the rights and confidentiality of its patrons. Jones Memorial Library does not require membership or identification to use the library computers but requires all patrons to agree to observe the "Acceptable Internet Use Policy" when logging into Library computers. Patrons must comply with U.S. copyright law and all other state and federal laws regarding information access. Use of the Internet for pornographic, illegal or criminal purposes, for gambling, or for abusive, threatening or harassing communication is prohibited. The Library may terminate or restrict a patron's computer privileges for failure to comply with these accepted use regulations.

### Children and the Internet:

All patrons of the Jones Memorial Library (regardless of age) have equal access to materials, information, and technology provided at the Library. It is the responsibility of parents and/or legal guardians to determine what their minor children may use or access.

Minors are defined in this policy as children and young people under the age of 16 years.

Minors are expected to uphold the same regards and acceptable usage of the computers and Internet as any other patron.

### General Use:

1. Only employees are permitted to turn computers and printers on and off. Please do not attempt to reset, update, or shutdown the computers yourself.
2. Please report all computer and/or printer problems to the library staff immediately.



3. The computers must be left in the condition they were found in i.e. no extra software, hardware, or programs may be added onto the computers (without Library Director's consent). No files can be saved on the hard drive. Do not change the screensavers for the home page or Internet browser home page.
4. Patrons must sign the usage log before using the computer.
5. Time limit for patron usage is 30 minutes. More time may be allowed as long as other patrons are not waiting to use computers. Allowance of more time will be at the discretion of the Library staff.
6. No more than two people may be at a workstation at any time unless authorized by the Library Director.
7. The Library cannot be held responsible for any damage or loss of data incurred while using library technology.
8. The charge for printing in black and white is 10 cents per page, 15 cents per page in color. Users are responsible for the cost of all pages printed, whether intended or not.

The Jones Memorial Library takes the protection of data integrity and security very seriously. There are programs in place to regularly "clean" up the computers and delete any information that may be stored on the computers. Library staff will also do periodic checks to be sure that any information left on the computers is deleted to ensure privacy and security are maintained.

Any damage to computers by any patron will be charged to that person. Parents or legal guardians are responsible for the charges of patrons under age 16. Patrons who contravene these rules, or any other rules of the library, may have their library privileges revoked. Appeals may be made to the Board of Trustees.