

Underwood Memorial Library

Computer Use and Internet Safety Policy

Approved after Public Hearing dated: 7/12/2012

COMPUTER USE:

Underwood Memorial Library provides computers for public use, offering free high speed wireless Internet as a community service. The Library complies with E-Rate guidelines and the Children's Internet Protection Act (CIPA). The Library cannot control the contents, legality, completeness or currency of sites found on the Internet and we encourage patrons to use critical judgment as they access Internet information. In order to safeguard minors and the security of our network, the Library has in place protective technology measures provided as part of our membership in the Maine School and Library Network. Adults over 18 can request at the front desk that any site they wish to access for bona fide research or other lawful purposes be unblocked; on-duty Library Staff can assist with this.

In view of the unregulated nature of the Internet, parents should supervise their children's use of electronic resources just as they would with any other resource. Under Maine law, children under 18 are considered minors. **Parents are responsible for the Library Computer Use of their children.** Our computers are used by adults and children and we ask that patrons use this equipment carefully, keep conversation down, no food or drink, and be mindful of other users. No more than two people to a computer. The computer(s) may be used for ½ hour maximum time, with additional time **allowed at staff discretion**. If no one is waiting to use the computer(s) it may be used **for another 20 minutes at staff discretion**. Printing black and white copies is twenty-five cents per page and colored pages are fifty cents each page.

The Underwood Memorial Library's electronic resources may be used only for purposes which are legal and consistent with the Library's mission. Unacceptable uses include:

- *Bypassing filters, installing personal software or hardware, damaging Library property, or downloading huge files that impact network connectivity.
- *Deliberate disruption of privacy of others, such as unauthorized accessing of their email or other online accounts.
- *Using Library computers to violate federal laws including online harassment, bullying or defamation.
- *Deliberate propagation of malware or spam; identity theft.
- *Violating copyright or licensing laws.

Any of these behaviors will result in immediate loss of Library computer privileges.

INTERNET SAFETY POLICY:

To comply with the Children's Internet Protection Act (CIPA), we have in place technology protection measures. While not absolutely foolproof, our technology protective measures block

minors' access to inappropriate matter on the World Wide Web, and provide a safe and secure network for email and other electronic communication for all patrons. Parents of children under 18 are responsible for their children's computer use in the Library. **Adults over 18 can request at the desk that a blocked site be unblocked by asking the Librarian or Assistant Librarian.**

For the safety of all, computer users may not:

*Access graphic material deemed harmful to minors, child pornography or obscene material, or expose others to such material.

*Disclose or disseminate personal information about minors.

*Download licensed material, especially through peer-to-peer resources.

*Plagiarize copyrighted material or create derivative works where forbidden by the owner, including music, video recordings or other performances.

*Harass or defame others.

*Engage in violent, hateful or bigoted speech.

*Share private information of others.

*Engage in "Hacking" or other unlawful activities.

In addition:

*Users must end their session and leave the terminal when asked to do so by authorized Library Staff.

*Patrons are restricted from Internet Chat Rooms.

Deliberately engaging in these or any other unsafe behaviors online will result in the immediate revocation of Library computer privileges.

ADOPTED BY THE UNDERWOOD MEMORIAL LIBRARY'S BOARD OF TRUSTEES ON:

7/12/2012