

# **Internet and Computer Policy**

## **Tuttle Library**

### **Public library computer users must:**

- Read and agree by signature to abide by this library computer policy.
- Either possess a library card or get a one-time use pass.
- If under 18, the Internet and Computer Policy portion of the library application form must be signed by the parent or guardian.
- If under 12, be accompanied by a parent or guardian at the computer station.
- Be 18 years of age to have filter removed.

### **Public library computer users may not:**

- Behave in a disruptive manner including but not limited to talking, cell phone use, excessive headset volume, etc.
- Make any attempt to damage computer equipment or software.
- Make any attempt to alter hardware or software configurations.
- Install or download software or delete any installed software.
- Use library computers, including wireless access on personal computers or devices, to engage in any activity that constitutes a violation of local, state, or federal laws.
- View materials that constitute a violation of local, state, or federal laws. Viewing materials of a sexually explicit nature, which creates the existence of a hostile environment for staff and patrons, is prohibited.

### **INFORMATION REGARDING THE INTERNET**

The Library does not monitor and has no control over the information accessed on the Internet. The Library cannot be held responsible for the accuracy or content of materials retrieved from the Internet. Your right to privacy is not guaranteed on public use computers.

### **INFORMATION FOR PARENTS**

In accordance with the federal Children's Internet Protection act (CIPA) (Pub. L. 106-554), all public computers are equipped with filtering software set to screen out sites which may reasonably be construed as obscene. However, due to the unregulated nature of the Internet, there are sites that parents may feel are inappropriate for their children. Parents or legal guardians of minor children have full responsibility for their child's use of the library's computers, and parental guidance and assistance to children using the Internet is strongly recommended. Parents are encouraged to discuss with their children the hazards of releasing personal information across the Internet.

**Library staff is not responsible for monitoring the use of computers by minors.**

### **GENERAL INFORMATION REGARDING USE**

- No advanced reservations for computer use will be taken.
- Time limits are enforced when other patrons are waiting.
- A fee is charged for all printing.
- Library staff will assist Internet users but cannot provide extensive instruction.
- Computers will be shut down 30 minutes prior to closing.

### **FAILURE TO COMPLY**

Failure to comply to use the computers or Internet as defined in these guidelines will result in the loss of computer and Internet privileges. Users are financially responsible if noncompliance results in damage to Library computers, equipment and or software.

- 1st offense: Staff has the right to ask patron to end computer session.
- 2nd offense: Staff has the right to restrict patron use for a period of one month.
- 3rd offense: Staff has the right to restrict patron use for a period of up to one year.

**I have read and understand the Computer & Internet Policy. By signing I agree to abide by the policy.**

**Minor Signature:** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Adult Signature:** \_\_\_\_\_

Updated 5/15/2014