

## **HENDERSON COUNTY PUBLIC LIBRARY INTERNET COMPUTER NETWORK ACCEPTABLE USE POLICY**

Internet users must have a valid Henderson County Public Library card, be eight (8) years of age or older, and sign an Internet Computer Network Acceptable Use Policy Application. Patrons under eighteen (18) years of age must have a parent/legal guardian sign the Policy application also, stating that he/she is assuming responsibility for the minor's use of the Internet. This policy applies to any library patron accessing the Internet using a Library computer or using a personal wireless-enabled device to connect to the Library's wireless network.

### **Users must agree to the following guidelines before accessing the Internet:**

- Do not send, receive, or display text or graphics that may reasonably be construed as obscene.
- Refrain from using sounds that might be disruptive to others.
- Use of chat rooms is prohibited. This includes game sites that allow chatting among the players.
- Do not attempt to modify or gain access to files, passwords, or data belonging to others, seek unauthorized access to any computer system, or damage or alter software components of any network or database.
- Internet resources are to be used for educational, informational and constructive recreational purposes only, not for unauthorized, illegal or unethical purposes.
- Make only authorized copies of copyrighted or licensed software or data.
- The library will not administer or support the use of electronic mail systems or discussion groups.

### **Users who wish to access the Wireless Network will need:**

- A laptop computer (or other wireless-enabled device)
- A wireless network interface card compatible with the Wi-Fi standard (also known as IEEE 802.11b/g)
- To configure the laptop (or other wireless-enabled device) to access the Wireless Network
- A charged battery (electrical outlets are available in some areas of the library, but not all)
- Compatible headphones if planning to use audio files

### **Wireless Network Limitations and Disclaimers**

- Library staff is not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection.
- The Library's wireless network is not secure. Information sent from or to your laptop can be captured by anyone else with a wireless device and the appropriate software, within three hundred feet.
- The Library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the Library's wireless network.

The Library provides computers with filtering software to limit children's exposure to some websites. The software blocks specific sites that could be offensive to some users. Filtering software may not block all material users might find offensive. Parents may wish to supervise their children's Internet sessions. Filtering software may also inadvertently block material that is inoffensive. If you believe you are being unjustly blocked from a site, please notify a staff member.

The Library reserves the right to end an individual's session on a library computer or prohibit an individual from accessing the wireless network if that individual is violating any of the policies or guidelines of the Library. A warning will be issued if such a violation occurs. If after a warning, an individual is again found to be violating the Library's policies or guidelines, they will be banned from using the Internet at the Library or connecting to the wireless network.

The Library does not guarantee absolute privacy to patrons using Library computers. Library computers are located in public areas which must be shared by all library users. In addition, the Library cannot and does not guarantee that every task completed via its network is unconditionally private and secure. Internet users should be aware that the U.S.A. PATRIOT Act allows law enforcement authorities to request disclosure of confidential records from libraries. This includes any on-line or off-line activity stored on library computers. The Library has measures in place to erase details of patron activities on Internet computers and does not intentionally store information related to a patron's online activity. However, the library does not guarantee that information such as websites visited, usernames and passwords entered, email transmissions, or documents, graphical images, and/or programs downloaded or uploaded, etc., are not stored on library computers at any given time. Any requests for patron records information will be handled according to the Library's *Confidentiality of Patron Records Policy*.

## Access by Minors

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. While the Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to Library materials and resources, including those available through the Internet, the Library has taken certain measures designed to assist in the safe and effective use of these resources by all minors.

1. To address the issue of access by minors to inappropriate material on the Internet, including material that is harmful to minors, the Library:
  - a. Maintains content filtering software on all workstations in the Internet Computer Lab and more restrictive, reverse content filtering software on all workstations in the Children's Library Computer Lab;
  - b. Prohibits the use of chat rooms;
  - c. Encourages staff to guide minors away from materials that may be inappropriate; and
  - d. Develops and maintains special web sites for children and teens.
2. To address the issue of safety and security of minors when using electronic mail and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the Library urges minors to keep in mind the following safety guidelines:
  - a. Never give out identifying information such as home address, school name, or telephone number.
  - b. Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.
  - c. Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
  - d. Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.
  - e. Remember that people online may not be who they say they are.
  - f. Remember that everything one reads may not be true.
3. To address the issue of unauthorized access, including so-called "hacking," and other unlawful activities by minors online, minors and all other Library users are hereby advised that use of the Library's computers for hacking or any other unlawful activity is strictly prohibited.

**NOTICE: The Henderson County Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content which may be offensive. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian.**

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I have read the Internet Computer Network Acceptable Use Policy and I agree to comply with the rules and regulations governing access to the Internet via the Library's computer stations or wireless network.

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Parent/Legal Guardian (If you are under age 18 a parent/legal guardian must also read and sign this agreement.)

I have read the Internet Computer Network Acceptable Use Policy and understand that it is impossible for the Henderson County Public Library to restrict access to all controversial materials. I will not hold them responsible for materials acquired on the network by this child and I accept full responsibility for supervision for this child when he/she is using the Internet. I hereby give permission for this child to use the Internet.

Parent/Legal Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_