

BONNEY MEMORIAL LIBRARY
36 Main Street, Cornish ME 04020

COMPUTER USE AND INTERNET ACCEPTABLE USE & SAFETY POLICY

(updated June 2012, reviewed & edited October 2014)

I. Computer Use Within Library (Wireless Access refer to page 5)

The computers at the Bonney Memorial Library are for patron use for research, personal productivity, individual growth and to promote educational excellence in our community and support our mission statement "The Bonney Memorial Library endeavors to provide quality collections, resources, and services to meet and support the educational, informational and recreational interests of all members of the community."

The Library's computers offer patrons the opportunity to access and integrate information that is on the Internet with the books, periodicals, audio and other materials that are part of the library's collection. Currently, the Internet is an unregulated medium that is not organized, cataloged or indexed. The information available on the Internet includes a great deal that is personally, culturally and professionally enriching but it also provides access to information that may be factually incorrect or illegal, and offensive or disturbing to some people. The Internet is a powerful tool to locate information, but it is not the ultimate resource. Patrons are encouraged to ask the Librarian for help in finding the best resource for their needs.

All Internet resources accessible through the Library are provided equally to all library users. Parents and guardians, not the Library or its staff, are responsible for the information selected and/or accessed by their children; therefore, parents are advised to supervise their children's Internet sessions.

Computer Uses:

1. Research
2. Personal use for resumes, letters, word processing documents, spread sheets, etc.
3. Internet access - Chat rooms & inappropriate sites are prohibited
4. Recreational use (not allowed to install games)

Time allowed on the computer: One (1) hour is allotted for each user, 30 minutes if there is a user waiting (longer use is allowed if no-one is waiting)

Printers: Printing is available: \$.10 per page for black & white / \$.15 per page for color

Computer Disks / USB Flash Drives:

1. CD-RW disks & USB Flash Drives are available to patrons for a small charge.
2. Disks containing programs from other sources will not be allowed, except by permission of the librarian.

Computer Vandalism:

1. Patrons are not allowed to load any program into the computer
2. Patrons are not to use, alter or corrupt files
3. Patrons are not to access the Computer Resources file, or Librarian Directors screen

Disciplinary Actions:

1. 1st offense - 1 month loss of computer use at the library
2. 2nd offense - 1 year loss of computer use at the library

II. INTERNET ACCEPTABLE USE & SAFETY

Internet access is available to patrons at the Bonney Memorial Library in Cornish, Maine. We are very pleased to offer Internet access to our patrons. The Internet offers diverse and unique resources. Our goal is to promote individual growth and educational excellence for all members of our community by providing access to resources whether through our Internet connection or materials available from our library or other locations.

What is the Internet?

The Internet is a network of networks, an electronic connection to a vast number of computers and individual subscribers located all over the world. Examples of resources available on the Internet are:

1. Access to libraries, museums, societies and associations such as The Library of Congress, University Library catalogs, Maine Memory Network, MeInfo Net, Law Library, Smithsonian Institute, Boston Museum of Science, Vatican Museum, American Cancer Society and NASA.
2. Electronic mail (email) communication with people all over the world.
3. Social networking (ex. Facebook)
4. Public domain software (Microsoft Office, Open Office) and graphics for public use.
5. Access to job banks, distance education courses, professional organizations, retail sales outlets and many other resources

The Internet Hazards and Responsibilities

With access to computers and people from around the world, some of the available material may not be considered of value in the context of the library setting. Such controversial materials may be illegal, pornographic, threatening, inappropriate or offensive. Bonney Memorial Library is taking precautions to restrict access to these materials but with a global network it is impossible to control all materials. We (Bonney Memorial Library) strongly believe that the valuable information available on the Internet far outweighs the risk that users may access information that is not consistent with the goals of the library.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies on the proper conduct of the end users. End users must adhere to strict guidelines. The guidelines are stated below so that you are aware of your responsibilities. If a Bonney Memorial Library user violates any of these provisions, his or her account will be terminated and future access could be denied.

The Bonney Memorial Library abides by Maine's Confidentiality of Library Patron Information statute, 27 M.R.S.A. § 121. § 121 prohibits libraries from disclosing information about all library patrons including children.

Guidelines for Internet Use

- One person is allowed at the computer at a time
- One (1) hour will be allotted for each person (longer if no one is waiting), 30 minutes if a person is waiting for computer time.
- Patrons are asked to read the Bonney Memorial Library Internet Acceptable Use & Safety Policy form. Any patron under the age of 17 will be required to have their Internet Acceptable Use & Safety Policy Form include the signature of a parent or guardian
- Any patron up to 10 years of age will also be required to have parental / adult supervision at the computers at all times.

Filtering

- All computers at the Bonney Memorial Library use technology protection measures to filter content in accordance with the Children's Internet Protection Act (CIPA).
- The Library will disable the entire filter upon request by patrons 17 or over, for any lawful purpose. The adult patron need only ask the Library Director to disable the entire filter.
- The Library will unblock an erroneously blocked Web site upon any request by a minor. The minor need only ask the Library Director to unblock it.
- The Library Director is the only person with the authority to disable the filtering on individual computers.

Terms and Conditions of Internet Use

- 1) *Acceptable Use* - The use of your account must be in support of education and research, and consistent with the educational objectives of the Bonney Memorial Library as well as observing the Bonney Memorial Library Computer Use Policy. You must respect our rules and the rules of all the other networks or computer resources on the Internet. Transmission of any material in violation of national or state regulations is prohibited. This includes, but is not limited to: copying copyrighted material, using material protected by trade secret, or incurring any costs to the Bonney Memorial Library.

- 2). *Internet Use by Minors* (any individual who has not attained the age of 17 years) In addition to the Acceptable Use guidelines noted above for all patrons, we have additional guidelines regarding the use of the Internet by minors. While the use of the Internet by minors has educational benefits that far outweigh the possible risks, certain activities by minors on the Internet need to be more closely monitored and restricted. These include, but are not limited to, the following:
 1. Minors are not allowed to access inappropriate materials on the Internet and World Wide Web. Inappropriate materials include (but are not limited to) materials that are illegal, pornographic, threatening, or promoting violence to individuals or against specific groups.
 2. Minors are not allowed to participate in the use of so-called chat-rooms on the Internet. With specific parental permission, minors are allowed to use electronic mail (email) and other forms of direct communication on the Internet.
 3. Minors are specifically prohibited from using unauthorized online access, including so-called 'hacking', promoting the dissemination of so-called 'computer viruses' and other unlawful activities.
 4. Minors are specifically prohibited from the unauthorized disclosure, use and dissemination of personal identification information (both for the user and for others known to the user) through email or any other form of online communication.
 5. The use of the Internet by a minor specifically allows permission for the library staff to provide supervision, evaluation and restriction of material accessed by the minor. The purpose of this supervision, evaluation and restriction is to avoid access to materials considered harmful to minors. This permission in no way gives assurance that minors will not access inappropriate materials (either by accident or design), and the Library, including its staff and trustees, are not considered liable for any harmful access by a minor to inappropriate materials
 6. Under Children's Internet Protection Act (CIPA) it is not acceptable for a minor to receive any material through any website, e-mail, chat room or other direct electronic communication, if it's deemed harmful to minors. CIPA defines harmful as "any picture, image, graphic image file, or other visual depiction" that, with respect to minors, which:
 - taken as a whole, appeals to a prurient interest in nudity, sex or excretion
 - depicts, describes, or represents, in a potentially offensive way, an actual or simulated sexual act or sexual conduct, actual or simulated normal or perverted sexual acts, or a lewd exhibition of genitals.
 - taken as a whole, lacks serious literary, artistic, political, or scientific value.

- 3) *Privileges* - The use of the Internet is a privilege, not a right. Inappropriate use will result in losing this privilege. Failure to comply with this policy may result in loss of privileges of computer use, wireless service, other library services, and/or criminal prosecution. The system administrator will decide what is an inappropriate use and their decision is final and may close an account at any time as required. The trustees, volunteers and staff of the Bonney Memorial Library may request the system administrator to deny, suspend or revoke specific user accounts.

- 4) *Communication services* - email, instant messaging, and social networking sites are only available as internet services. The library does not provide accounts for these services or storage for them.

- 5) Computer users may save data to preformatted discs, or their own flash drives. They may not save to library computer hard drive

- 6) *Network Etiquette* - You are expected to follow the generally accepted rules of network etiquette which include but are not limited to the following:
 - a. Be polite.
 - b. Use appropriate language.

- c. Illegal activities are strictly forbidden. Illegal acts involving Library resources may be subject to prosecution by local, state or federal officials.
- d. Do not use the network in such a way that you disrupt the use of the network by other users.
- e. Patrons are expected to avoid displaying on the screen material that may be objectionable to other patrons and staff members.
- f. Please be considerate of other users and library staff and patrons.
- g. All information found on the Internet should be considered private property. Use the information, but respect copyrights, trade secrets and private property.
- h. Do not reveal your personal address or phone number and do not reveal the names, addresses or phone numbers of other family members, friends, or colleagues. The library abides by Maine's Confidentiality of Library Patron Information statute, 27 M.R.S.A. § 121. § 121 prohibits libraries from disclosing information about all library patrons including children.

7) *Unacceptable Use* –

- 1. Pornographic material and any material of sexual content is entirely inappropriate – This includes, but not limited to viewing and reading pornographic material or material of sexual content, receiving or sending pornographic or material of sexual content through the web, email, printer downloaded files or any other electronic means.
- 2. Do not use chat rooms
- 3. Electronic gambling via the Library's computers is strictly prohibited by this policy.
- 4. Transmission of any materials in violation of any U.S. or state organization is prohibited.
- 5. Advertising products or political lobbying is prohibited
- 6. Downloading and/or installing programs is prohibited
- 7. Attempt to change any pre-established system configurations
- 8. Unauthorized access including such as "hacking" and other unlawful activities by minors and people of all ages are prohibited. Unauthorized disclosure, use and dissemination of personal identification information regarding minors are also prohibited.
- 9. Violate copyright laws or software licensing agreements
- 10. Use sounds or visuals which may be disruptive to others
- 11. Violate another Library user's privacy.
- 12. Any use of the computer & the Internet that requires payment is the sole responsibility of the user.

8) *E-Mail* – E-mail addresses may be provided through a free service only such as Hotmail, Yahoo.

9) *Security* - Security on any computer system is a high priority especially when many users are involved. Security problems refer to people trying to change the set-up of our computer system or people using private information. If you can identify a security problem notify the system administrator or the library staff. Any user identified as a security risk or having a history of problems with other computer systems may not be allowed to use our computer.

10) *Vandalism* - Vandalism will result in immediate cancellation of computer privileges refer to statement 3). Vandalism is defined as any malicious attempt to harm or destroy data of other users, agencies or networks that are connected to any parts of the Internet. This includes, but is not limited to, "hacking"; the introduction of computer viruses; intentional deletion of system/operating files; intentional corrupting of files and/or resources; intentional reconfiguration of data or degradation of system performance or computer hardware in any way.

11) *Bonney Memorial Library Responsibility* - The Bonney Memorial Library makes no warranties of any kind for the service it is providing. The library is not responsible for any problems that occur from your use of the computers or from information obtained off the Internet. This includes loss of data caused by computer problems, problems with the Internet, or by mistakes you made. We are not responsible for the accuracy or quality of information obtained from the Internet.

**Addition to: Bonney Memorial Library Computer Use and Internet
Acceptable Use & Safety Policy – Wireless Access
October 2006**

The Bonney Memorial Library will provide free Internet wireless connections or “hot spots” for users with portable wireless-capable laptops, handheld PDAs, and other wireless devices.

To connect to the Internet through the wireless connection, you will need:

- A wireless capable laptop or PDA, with wireless network interface card using the 802.11b protocol (or better).
- To configure your laptop to use the library’s connection

The following applies to all wireless network users:

- All equipment needs up-to-date antivirus software and security protection.
- Laptop batteries should be fully charged, as electrical outlets are not readily available.
- The library does not offer wireless printing. Printing is available only through library computers connected to printers.
- The library staff does not provide technical assistance for patron’s equipment.
- All applicable rules from the ***Bonney Memorial Library Computer Use and Internet Acceptable Use & Safety Policy*** apply to the wireless service
- This connection shall not be used for any abusive or illegal purpose, including but not limited to any use which disrupts the local area network within this library, the wide area network which it is linked, or others users of this wireless access.
- Wireless user is responsible for all content transmitted through this connection.
- The library is not responsible for any damage, theft, alterations, interference or loss of any kind to a user’s equipment, software, data files or other personal property and information brought into or used at the library.
- The library is not liable to you or any other person for any direct, indirect, incidental, special, punitive, or consequential damages of any character that arise from your use, or anyone else’s use, of our wireless network service

LIBRARY COMPUTER & INTERNET USE AGREEMENT

I understand and will abide by the above Bonney Memorial Library Computer Use and Internet Acceptable Use & Safety Agreement. I further understand that breaking any of the rules stated above is unethical, and may be illegal. If I break any rules, I may not be allowed to use the computers or the Internet. If the violation is illegal, the police or other authorities may be contacted.

User's Full Name: (please print)

User's Complete Address: (mailing address, town, zip)

User's Telephone Number:

User's Signature:

User date of birth (under 17 years of age):

Date Signed:

PARENT OR GUARDIAN (Below must be completed by parent or guardian for any user under 17 years of age.)

As the parent or guardian of this user, I have read the Bonney Memorial Library Computer Use and Internet Acceptable Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Bonney Memorial Library to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not appropriate in the library setting. I hereby give permission for the library to issue an account for my child and certify that the information I've given on this form is correct.

I hereby give permission to allow (check one)

computer use without access to the Internet

computer use and Internet access

for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print):

Parent or Guardian's Signature:

