

## COMPUTER & INTERNET POLICY

### COMPUTER ACCESS BY CHILDREN

All access and use restrictions applicable to adults are also applicable to minors.

- Parents are responsible for the supervision & safety of children age 17 and under.
- Children (age 17 and younger) may not access any picture, image, visual depiction, description, or representation exhibiting qualities of nudity or sexual acts or contact.  
Exceptions are rare and are only appropriate when pages possess overwhelming artistic, political, or scientific value.
- Children (age 17 and younger) may not access any computer within the Library at any time which does not have an active Internet filter in place.
- Children age 11 and younger must have a signed permission form to use Library computers and must be accompanied by a parent or legal guardian.



*Parents are expected to monitor and supervise their children's use of the Internet in the Library. Library staff is unable to monitor children.*

### COMPUTER PROCEDURES

- Computer use begins with a one hour session and has an option to increase the time in 15 minute increments if no patrons are waiting.
- A timer will notify patrons when their session is about to end.
- If no computers are available, users may reserve a computer through the reservation station. A receipt will print the computer number and time the user can access it.
- To use a computer, simply select "Available" and type your name. If you have a reservation, simply type your name.
- Reservations cannot be made days in advance except under certain circumstances.
- Special projects may be granted a longer session with a librarian's approval. Timely notice is necessary to ensure computer availability.
- All computers will shut down 10 minutes before the library closes.
- All children 11 and under must sign in with the information desk to use the Internet.
- To print, go to the Reservation Station. Type your name, select your print job, and Print. Insert money in coin machine if necessary.

## ALPHA PARK PUBLIC LIBRARY

### COMPUTER & INTERNET POLICY



*Adopted by the Alpha Park Public Library Board of Trustees, February 22, 2011.  
Reaffirmed March 16, 2015.*

## COMPUTER & INTERNET USE POLICY

Library patrons are required to use the public computers within the guidelines of the policy. In accepting this policy, patrons accept responsibility for the sites and information they access through the Internet and for proper use of computer programs and equipment.

- The Library is not responsible for damages, indirect or direct, arising from the use of computers or the Internet.
- The Library computers may only be used for legal purposes.
- Users peruse the Internet at their own risk and must use their own judgment skills when evaluating Internet resources.
- Library users must abide by all copyright laws.
- The Library reserves the right to classify any action as inappropriate and may ban its use by patrons.
- The Library reserves the right to schedule computers for instruction or other programs deemed necessary by the librarians.
- Attempts to damage, alter or circumvent Library equipment or software are violations of the policy and will result in loss of library privileges.
- The Library requires computer users to respect the rights and sensibilities of all library users. This includes the viewing of inappropriate material, loud noises or talking, or any other interruption that the librarian deems inappropriate.

## Unacceptable use includes, but is not limited to:

- sexually explicit or pornographic material;
- harassment;
- libel, slander, or maliciously offending other users;
- violation of copyright laws or software licensing agreements;
- any use of electronic information which results in the harassment of others;
- use of electronic information networks in any way which violates a Federal or State law;
- unauthorized duplication of protected software or licensing agreements, including but not exclusively, any “hacking”;
- destruction or damage to or unauthorized alteration of the Library’s computer equipment;
- behaving in a manner that is disruptive to others;
- accessing child pornography;
- accessing material depicting offensive sexual conduct which lacks a high level of artistic, political, or scientific value; and
- any unauthorized disclosure, use and dissemination of personal identification information regarding minors.

## VIOLATION OF POLICY

The violation of any terms of the Library’s policy may result in suspension or revocation of Library privileges and could in some cases result in legal action.

## INTERNET FILTRATION

All Library computers are equipped with Internet filters designed and intended to block sites deemed to be inappropriate for general audiences. Adults (persons 17 years of age or older) may request that a certain site be unblocked, for bona fide research or other lawful purposes. Granting such a request is ALWAYS up to the discretion of the Library staff and may be denied for any reason in order to comply with Library policy or otherwise.

**Minors under the age of 17 are not allowed to access a computer with unfiltered Internet access at any time. Minors under the age of 17 years old may NOT accompany an adult who is accessing a computer with unfiltered Internet access at any time.**

All Internet filters have been purchased from a commercial vendor. The Library does not maintain that the installed filters effectively filter all inappropriate materials and is not responsible for deficiency of the filter or its installation.



## PRIVACY

The Library will make every effort to allow Library patrons to privately use the Internet in the Library. However, the Library reserves the right to supervise patrons’ use of the Internet and to question any activity that may be beyond compliance with Library Internet policy.