Patron Computer & Internet Use Policy

Revised: February 12, 2018

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Computer Use/ Internet Access

Special Thanks.

The Library Board and staff of the Lake Region Public Library would like to thank the Bill & Melinda Gates Foundation for their nationwide Library Initiative Program through which the library in 2002 secured four additional Gates Library Computers for public Internet access, an HP laser-jet printer, accessory equipment, software, training, and technical support.

The Library Board and staff of the Lake Region Public Library would like to thank the North Dakota Telephone Company which in 1997 provided the library with dial—up Internet service; in 2001, installed DSL service, vastly improving our public Internet service; and, since 1997, has funded our Internet connection service.

Hardware and Software

1. The Lake Region Public Library has eight Internet stations available for exclusive use by the public. Microsoft Windows XP software provides the operating system for stations # 1-4, and Microsoft Windows Vista software provides the operating system for stations #5-8. Access to all eight of these computers is granted through the libraries SAM system.

2. In addition, the library provides a black—and—white printer, scanner and facsimile services for the public.

3. USERS MUST NOTE: 'Blocking' or I filtering' software is software intended to prevent or block access to sites that most people would consider objectionable (usually due to content that includes pornography, hateful or bigoted speech, or genocide of extreme violence). Such software is NOT installed on the library's Internet computers. There are two reasons for this: first, such software can never guarantee that an Internet user could access such sites; and second, such software unintentionally but occasionally blocks access to legitimate sites on the Internet.

Internet Use Policy

As of February 12, 2018, users of the Internet in the Lake Region Public Library agree to abide by the following rules:

1. PERMISSION REQUIRED. Anyone 17 years of age or younger who wants to use an Internet station at this library must first have a parent or guardian come to the library and read and sign the "Internet Access Permission Form for Young Persons 17 Years of Age or Younger". Library staff will then file this form until the young person' s 18th birthday, or until the parent or guardian asks the library to destroy it (revoking Internet privileges).

2. BE PATIENT. The Internet and our computers can be slow.

3. 30-MINUTES. Normally, as a minimum, patrons are guaranteed 30—minutes on the Internet per day. This does not mean 30minutes on each of the Internet computers. (However, if no one is waiting to use your computer at the end of your 30—minutes, you may continue to use it until someone eventually is waiting.)

4. NO PRIVACY. There is absolutely no guarantee of privacy on the Internet, even if it may be promised by a particular website.

5. MOUSE. Please use only the left clicker on the mouse (the right-hand clicker on the mouse is normally for administrative functions) .

6. PERSONAL SOFTWARE. May never be loaded on a library computer' s hard drive.

7. DOWNLOADING SOFTWARE FROM AN INTERNET SITE. You may only download software from the Internet onto these computers if you have permission from a librarian; when done, it should be deleted from the computer being used. Note that antivirus software used by the library' s computers will normally prevent any outside software from being loaded anyway; library staff will NOT circumvent this antivirus protection; finally, rebooting a patron Internet computer will remove any software or files created since the last reboot.)

8. SOCIAL NETWORKING SITES.   Such sites, like Facebook, You Tube, etc. , should be used only with the greatest care taken for your personal information (including address, banking and checking account info, social security number, etc.). Trust no site and never trust a stranger!

9. GAMES. Using these computers simply to play games is NOT encouraged. If you are playing a game and someone requires the use of a computer for a more legitimate reason, and no others are available, you will be asked to get off your computer—perhaps even before your 30-minutes has been used. (And you may not then suddenly decide to use the computer in a more legitimate way yourself.)

10. FINES AND FEES. Patrons with unpaid fines and fees will not be granted access to the library computers until that patrons fines and fees are paid in full. Fines and Fees can be paid in person or on the libraries website DevilsLakeNDlibrary.com

11. BAD LANGUAGE. Never use offensive language—while in the Internet or in the library. The library staff will be the judge of this.

12. ILLEGAL SITES. Never intentionally break the law! If, by some accident, you think you have broken this rule, turn off the monitor screen and notify a staff person immediately.

13. PROBLEMS. Ask a staff person if you 'get stuck'. This may apply to many sites, including sites containing pornography, which often place the user in a 'loop' of similar sites from which escape is difficult.

14. USERS. Library staff has the right to regulate computer use. If a librarian tells you to find a more appropriate site on the Internet, do so or you will be asked to get off the computer and will not be allowed on any computer for the remainder of that day; you might also be asked to leave the library.

15. LIBRARY STAFF. If you do not make a good faith effort to follow the rules above, the library staff may restrict or prohibit your use of the computers for a short period of time or forever (the staff may also notify your parent or guardian) .

Description.

The Internet/ World Wide Web (WWW) affords unprecedented access to a vast variety of information, both 'good' and reliable, and 'bad' or untrustworthy and useless. It includes very valuable and interesting sources of information—from governmental databases and wide—interest sites—to amateurish sites of rather mundane and particularly limited interest, not to mention lots of sites that are idiotic and in bad taste. The Internet is not a regulated system and, therefore, along with the freedom to explore, comes the probability that the user may come across (intentionally or not) what can be considered to be offensive material. Such material ranges from the most graphic pornography to patently racist or hateful, and illegal, materials.

Internet Access Policy.

1. The library staff is NOT responsible for what users of our computer stations access, observe, or download. The library staff will NOT supervise Internet use, though library staff may act on complaints concerning Internet use from other patrons, or act on their own initiative if they happen to observe what may be inappropriate (in their judgment) use of the library' s computers.

2. Library card holders and any other person may use the library' s computers subject to the following additional. guidelines:

A. Free Access. Access is free (no monetary charge) to any user. Exception: We do charge a fee of .50—cents for each sheet of paper used to print downloaded files. Patrons must also have no unpaid fines or fees in order to access the computers. Patrons with fines or fees will be instructed to pay their fines and fees in full before computer access is granted.

B. Printing. We do charge a fee of .50—cents for each sheet of paper, color or not. All fees must be paid through the Libraries SAM system before any physical print is made. Patron may also Print form there smartphones or tablets and computers using the libraries SmartALEX system.

C. Any child under 6 years of age must be accompanied by an adult/ guardian or by an older sibling (who, if 17 years of age or younger must have a signed "Internet Access Permission Form" for Young Persons 17 Years of Age or Younger" on file) . NOTE: Older friends of the younger child who are not members of the family DO NOT meet this requirement.

D. Any person who does not possess rudimentary keyboard skills must be accompanied by someone who does (the library is not staffed to help people in this regard for any length of time).

E. Any young person from 6 through 17 ears of age may use the Internet stations as long as a signed "Internet Access Permission Form for Young Persons 17 Years of Age or Younger" is on file.

F. Computer station sign up sheets. All eight computers are available at any time. If all eight computers are or occupied a Patron may reserve a computer at the library circulation computer. Patrons or visitors may reserve a 30-minute period of computer time per day in any of the following ways:

    1. Walk in and reserve a computer though the SAM system or reserve a computer form home through the library web sight.

G. Computer station sign-up limits and conditions. Patrons or visitors may sign up to use a computer station under the following conditions:

    1. The patron may be restricted to 30—minutes maximum per day if user volumes are high.

    NOTE: patron may continue using a station after their Initial 30—minute period is over IF no one else is waiting.

Depending on a particular computer station's schedule, a patron may spend 30-minutes at a station and then sign up for an additional 30-minutes later the same day on the same or a different machine. After a Patron has used both their 2 allotted 30—minute times, additional 30 minute time frames may be purchased for $1.00 for additional 30—minute time frames.

2. If more than 10-minutes late for their appointment, the reserved computer time will be considered cancelled and the library staff will allow another interested patron to have the scheduled time;

3. Appointments are on a strictly first-come, first-served basis; the library staff has the final say concerning two patrons scheduling overlapping times or disputes concerning which patron signed up 'first';

4. The patron agrees to abide by the "Internet Use Policy" section described above, and the contents of this section.

H. Violations of U. S. or state law. Transmission or downloading of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening, harassing or obscene materials, or materials protected by trade agreements. Any and all illegal activities are prohibited, and if observed by the library staff will be reported to the police,

I. Personal Software. Personal diskettes, CD- ROMs, etc., may be used to download material from the Internet but may NOT be used to load anything onto the hard drive of a library computer. (Our maintenance agreement prohibits this and the possibility of transferring a 'virus' is real and constant.)

J. Assistance/ Problems. If staff time and personal knowledge permit, assistance of a patron in solving a problem incurred while using a computer may be available; but it is not guaranteed.

1. If the station 'freezes' let a library staff person know and they will reboot the machine.

2. If something 'strange' happens and the monitor, mouse, keyboard, or computer (CPU) malfunctions, inform the library staff immediately.

3. If something seems to be wrong with the station's software or it does not seem to connect with the

Internet, or the connection is suddenly interrupted, inform the library staff right away.

4. If anything else seems to be wrong (you guessed it…) inform the library staff!

K. Use of Library Computers for Your Business or for Commercial Advertising Purposes. Using the Internet Stations for commercial advertising or other regular business purposes (i.e. , attempting to run a business enterprise from the library) is prohibited as these Internet stations are publicly funded.

L. Network Etiquette. Patrons are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:

1. Be polite.Do not send abusive or harassing messages to others. Do not post anonymous messages.

2. Use appropriate language (as determined by library staff) .

3. Do not reveal your name or any personal information, including your phone number, to any 'stranger' on the Internet; never reveal personal information of any of your friends or acquaintances on the Internet.

4. Remember that e—mail is NOT a private means of communication .(NOTHING on the Internet is private! Ever!)

5. Do not use the Internet station in such a way that it would disrupt, embarrass, or restrict the use of the station for other patrons (e.g. , try to change the settings or appearance of the 'normal' configuration of the station just to suit your own personal tastes; sending mass e—mail messages—also known as spamming' , etc.)

6. Do not post personal communications on a public web site without the original author' s consent.

M. Vandalism.

1. Any purposeful attempt to change system administrative settings or other parameters may be cause for immediate

revocation of Internet privileges, may result in revocation of general library privileges, and may also result in prosecution and/or assessment of monetary damages.

2. Any intentional vandalism of the hardware or software may result in immediate revocation of Internet privileges; may result in revocation of general library privileges; and may also result in prosecution and/or assessment of monetary damages,

Revocation of Access. Users who fail to abide by these policies may not be allowed to use the Internet stations, may not be allowed other library privileges, and may be subject to prosecution and/or assessment of monetary damages. Such penalties are left to the judgment of the library staff who will be guided by the following suggested measures:

1. **If the patron is 17 ears of age or younger:**

   A. warn them that a parent/ guardian will be contacted;

   B. warn them that their signed INTERNET ACCESS PERMISSION FORM will be destroyed and that a parent/ guardian will be informed.

2. **For all Patrons:**

   A. Request the patron find a more appropriate site.

   B. Warn the patron that what they are doing is inappropriate or illegal.

   C. Demand the patron sign-out of the site they are on and leave the library.

   D. Warn the patron that their Internet privileges be revoked for x-number of weeks or months.

   E. Warn the patron that BOTH their Internet and general library privileges be revoked for x- number of weeks or months.

   F. Inform the patron that their Internet privileges ARE revoked for ax-number of weeks or months.

   G. Inform the patron that BOTH their Internet and general library privileges ARE' revoked for x—number of weeks or months.

   H. Inform the patron that their Internet privileges ARE revoked indefinitely.

   I. Inform the patron that BOTH their Internet and general library privileges ARE revoked indefinitely.

   J. Warn the patron you will call the police.

K. CALL the police (911)

Inform the Library Director as soon as possible—and other library staff, if appropriate,