

APPENDIX H: INTERNET USE POLICY

PURPOSE

The Lester Public Library of Rome provides access to the Internet through Wireless Access and Library Workstations as a means to enhance the information and learning opportunities for the citizens of **the library's service area. The Board of Trustees has established the** Internet Use Policy to ensure appropriate and effective use of this resource.

DISCLAIMER

The Internet is a decentralized, ungoverned, and unregulated global network; the Lester Public Library of Rome has no control over the content and is not responsible for the availability and accuracy of information found there. In choosing and using sources on the Internet, users should evaluate them just as they do print sources; questioning the accuracy and completeness of the information. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information.

It is the responsibility of the user (or parent, legal guardian or caregiver of children under age 18) to determine what is appropriate. Parents, legal guardians or caregivers are responsible for supervising their children's Internet session.

EXPECTATIONS:

Patrons will be held responsible for his or her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of the network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges. Inappropriate use of electronic information resources can be a violation of local, state and federal laws and can lead to prosecution.

RESPONSIBILITY OF THE USER

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and information purpose for which they were provided and follow these rules and regulations.

APPENDIX H: INTERNET USE POLICY (CONT.)

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Responsible, ethical use of such resources includes the following:

-Users are expected to obey all federal, state, and local laws. Users will not use the Internet to harm or harass others; (e.g. sending unwanted e-mail/chain messages). This is in violation of Wisconsin State Statutes.

-Users are expected to obey library policies and procedures. Failure to comply may result in the loss of Internet privileges.

-Users will respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to any files, passwords, or data belonging to others or to the Library.

-Users will not send, receive or display text or graphics, which may reasonably be construed as obscene according to Wisconsin State Statutes Obscenities Law.

-Users agree not to make changes to the setup or configuration of the software or hardware of Library electronic equipment.

GUIDELINES:

- Patrons may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use free or personal e-mail service which will establish and maintain an account for them; the library is unable to manage mail accounts for any organizations or individuals.
- Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis June 1 – September 1; each user is allowed two sessions per day. Internet use is offered in forty-five (45) minute session on a first-come, first-served basis September 2 – May 31, each user is allowed two sessions per day.
- Patrons will respect and uphold copyright laws and all other applicable laws and regulations and will not use the Internet for illegal purposes.

APPENDIX H: INTERNET USE POLICY (CONT.)

- Patrons will respect the rights and privacy of others by not accessing private files.
- Patrons agree not to incur any costs for the library through their use of the Internet service.
- Patrons shall not create and/or distribute computer viruses over the Internet.
- Patrons shall not deliberately or willfully cause damage to computer equipment, programs, or change any and all parameters.
- The library is not responsible for any removable media left in the computers, or copies left in the printers. Any information saved on the computers will be erased at the end of each session. Logging out will erase all the history of each session.

PRINTING

A suggested donation of \$.10/ page B & W, \$.25/page Color for information printed from the Internet to the network or wireless printer. Please pay the library staff immediately after your Internet session.

CONSEQUENCES FOR MISUSE AND VIOLATIONS

The following guidelines will be used to assess consequences for violation of any portion of these policies:

First Offense: A first offense will result in automatic suspension of the **user's Internet privileges and prohibition from use of** the Internet and possibly non-Internet computer uses for a minimum of 4 weeks.

Second Offense: A second offense will result in automatic suspension **of the user's Internet privileges and prohibition from use of the** Internet and possibly non-Internet computer use for a maximum of 6 months.

APPEALS

Users have the right to a full and impartial review of disciplinary action of a decision they consider unjust. Appeals must be made by the parent/guardian of the child under the age of 18. An adult may also make appeals. Appeals will be made to the following:

- 1.** The Director. The Director will convene with appropriate staff and any other person(s) involved in a timely manner to hear the appeal and discuss alternatives, if appropriate. A decision must be reached by this group or conveyed to the juvenile/parent/guardian/adult at the completion of the hearing.

- 2.** Library Board Members. If the above parties do not satisfy the complaint, a further appeal may be made to the Lester Public Library of Rome Board of Trustees.

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<u>Jeanne Osgood</u>	<u>Lore Ponshock</u>	<u>7/11/2011</u>
President, Library Board of Trustees	Library Director	Date