

Marion Public Library

Computer Use and Internet Use Policy

Purpose statement

Marion Public Library invites the public to use Library technologies, including computers, wireless Internet access, and other digital resources. Library policies allow access to computers and the Internet, whether or not users live in the library district.

Responsibilities of users

- Users are responsible for using library technologies properly. Users may lose privileges for misuse.
- Users may not use personal software nor alter or attach equipment to the library's hardware.
- Users should be aware of computer viruses and other destructive programs, and take steps to avoid being a victim or unwitting distributor of viruses.
- Users may bring flash drive or purchase one at the Library for saving or downloading files. The Library is not responsible for any loss or damage to personal flash drives when downloading.
- Users assume ultimate responsibility to resolve problems related to the invasion of privacy or loss of data; the Library assumes no liability.
- The Library is not responsible for harm that comes to patrons' devices, loss of data on those devices, nor invasion of privacy while patrons access the Library wireless service.
- The Library is not responsible for personal devices left unattended.

Legal use

Computing resources may only be used for legal purposes. Examples of unacceptable purposes include, but are not limited to:

- Harassment of other users;
- Libeling or slandering other users;
- Destruction of or damage to equipment, software, or data belonging to the Library or other users;
- Disruption or unauthorized monitoring of electronic communications;
- Unauthorized copying of copyright-protected material.

Ethical use

Technology resources should be used in accordance with the ethical standards of the Library. Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to:

- Violation of computer-system security;
- Violation of guidelines governing Library computers and wireless access;
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to other users;
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others;

- Violation of software license agreements;
- Violation of network usage policies and regulations;
- Violation of other users' privacy.

Cooperative use

The Library endorses the practice of cooperative computing. It includes, but is not limited to:

- Regularly deleting unneeded files from shared computing resources;
- Being considerate of time, storage space, and number of requested prints to avoid monopolizing printers;
- Refraining from overusing Library computers and wireless Internet capacity;
- Using computers with care to avoid damage;
- Considering the individual rights and privileges of other users.

Appropriate use

Computer resources should not be used to access pornographic materials.

Users **may not**:

- Access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- Transmit obscene, abusive, or sexually explicit language;
- Violate any local, state, or federal statute;
- Vandalize, damage, or disable the property of another individual or organization;
- Access another individual's materials, information, or files without permission;
- Violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Sanctions

Violators of these policies may lose Library or technology privileges. Marion Public Library will be the sole arbiter of what constitutes a violation. Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.

Disclaimer

The Internet is a global electronic network and a tool for lifelong learning. Access to information is a fundamental right in a free and democratic society.

The Internet provides access to a wide variety of materials and opinions from diverse points of view, including materials that may be illegal, defamatory, inaccurate, or potentially offensive to some people. Also, users may incur unwanted financial obligations from purchasing goods or services from online vendors.

Despite Library policies prohibiting access to inappropriate or illegal materials, some users may find ways around the Library's safeguards. Patrons are responsible for the access points they reach. Parents of minor children must assume responsibility for their children's use of the Internet through the Library's connection.

Library staff cannot control the availability of information links, which often change rapidly and unpredictably. The Internet provides access to a wide range of information and viewpoints. Some resources share information

that is reasonably accurate and complete; others may not. The onus is on users to assess the validity of information.

The Library, following Indiana regulations, uses filtering software on its computers and on the wireless network to protect against visual depictions of obscenity, child pornography, and materials harmful to minors.

CIPA Document Retention Guidelines

The E-Rate Program requires CIPA (Children's Internet Protection Act) Compliance. To comply, the Library uses state-mandated filtering software to do the following:

1. Prevent access by minors to inappropriate matter on the Internet
2. Provide safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication
3. Prevent unauthorized access including "hacking" and other unlawful activities by minors online
4. Prevent unauthorized disclosure, use, and dissemination of personal information regarding minors
5. Provide measures designed to restrict minors' access to material harmful to minors
6. Librarians are not responsible for monitoring every screen accessed by patrons or for constantly evolving security threats. Filtering software helps address these concerns to the best of its ability.

The Marion Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its connections to Internet services.

Limitation of liability:

All patrons who wish to use the Library's computer equipment for Internet access are required to agree to the following Limitation of Liability:

- Patrons acknowledge that they have read and understand the Marion Public Library Computer Use and Internet Use Policy.
- Patrons acknowledge and agree that Marion Public Library assumes no liability for loss or damage to their data, or for any damage or injury arising from invasion of privacy in users' computer files.
- The Library is not liable for any loss or damage to patrons' own devices.

Procedures

Computer Use Privileges will be denied for:

- Obscene, objectionable or sexually explicit material accessed, viewed or transmitted either on the screen or in hard copy.
- Downloading and/or installing programs to any library computer's hard drive.
- Altering the computer settings in any way.
- Failure to relinquish computer promptly when asked by Library staff.

Failure to abide by the rules will result in the loss of computer privileges:

- * **First offense:** Patron accounts will be blocked on the computer-management software, with a reason for the block and the date usage can be restored.
- **Second offense:** 1-month suspension, with a reason for the block and the date usage can be restored.

- **Third offense:** 6-month suspension, with a reason for the block and the date usage can be restored.
- **Fourth offense:** 1-year suspension, with a reason for the block and the date usage can be restored.

* Library staff have the discretion to issue a verbal warning prior to a first written warning

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