

## ACCEPTABLE USAGE POLICY

### COMPUTER USAGE POLICY

Western Pocono Community Library has computers available to the public for the purpose of Internet usage and word processing. This service is intended to complement the informational, educational and recreational resources that are presently available in the library in more traditional formats.

### **GENERAL POLICIES:**

- Patrons must register at the Reference Desk to use a computer.
- Patrons must present a valid library card if residing within the library's service area. Those outside the library's service area must have a valid driver's license or other form of a Photo ID.
- Patrons using one of the library's wireless laptops must leave both their valid driver's license and a valid major credit card while they are using the laptop.
- In compliance with the Children's Internet Protection Act (CIPA), (Pub. L. 106-554, and 47 USC 254(h) and (l)), Internet stations are filtered. If you need unfiltered access for research purposes, please go to the Reference Desk.
- Computer resources may not be used to access explicit sexual content, as defined in 19 Pa. C.S. 5903. Illegal activities will be subject to prosecution by local, state, and federal authorities. Access to obscene, pornographic or otherwise offensive material is prohibited on Library computers.
- Tutorials are not available. Library personnel cannot spend any length of time helping patrons on the computers.
- Email will not be provided to patrons, and is available only through free web-based accounts set up independently by patrons.
- The use of "Chat Rooms" is not within the library's policy.
- Computer use is limited to 45 minutes.
- Only patrons actually using the computers are to be seated at the computer terminals. No more than two (2) computers will be issued per family at any given time.
- **Children must remain with parents who are using the computers. Children cannot be unsupervised in other areas of the library.**
- Patrons with a student library card may only use the computer for school projects without a parent present.

### **PROCEDURES:**

- Downloading to the computers is available only if a patron has their own storage device. Thumb drives may be used on the library computer. "Save" to your device often to avoid any accidental loss of your data.
- **Patrons are responsible for all printing done by them.** Printing from the Internet or word processing is \$0.10/page for black and white copies, and copies will go to the Network printer. To print in color, go to the Reference Desk, for assistance, and the copies will be \$1.00/page.
- Upon completion of your Internet session, please exit from the Internet browser.
- Tell the Reference Desk when you are finished with the computer, so the computer becomes available for the next patron.

### **VERIFICATION/CITATION OF SOURCES:**

- Unlike traditional resources, the information on the Internet is not necessarily created, selected or evaluated by professionals in a given field, and may be subject to error. The Library advises every patron to use critical judgment and expert verification when using Internet information to make important decisions.
- Ask at the Reference Desk if assistance is needed with verification and citation of sources.

### **SANCTIONS:**

- Violators of this policy will lose library privileges for one (1) month on the first violation, three (3) months on the second, and six (6) months on the third.

### **DISCLAIMER:**

- Western Pocono Community Library has no control over the content or accuracy of the information on the Internet and since the source(s) of such information is not always readily apparent, Western Pocono Community Library accepts no responsibility for any damages resulting from use of this service.

### **WIRELESS USE POLICY**

Western Pocono Community Library permits patrons to connect their own equipment to the Internet via wireless networks. The library's wireless networks are unencrypted; hence data transmitted on unencrypted networks can be monitored or recorded and connected devices may be vulnerable to security attacks. Patrons using the library's networks accept this risk, and the Western Pocono Community Library accepts NO responsibility for damage or loss resulting from use of its networks.

By choosing to use this **free wireless service** you agree to abide by the Library's Internet Policy that prohibits abusive or illegal activity, while using the Library's Internet service. This service is free of charge and subject to the terms and conditions of use as follows:

#### **Limitations & Disclaimers**

- Wireless access is provided as a public service free of charge on an as-is basis with no guarantee and no warranty. The library's wireless network is subject to periodic maintenance and unforeseen downtime.
- Information passing through the Library's wireless access is not secured and could be monitored, captured, or altered by others. There are risks involved with connecting to a public wireless connection, such as possible viruses, malware, loss of data, possible hacking/snooping by others connected, possible hardware/software failure. It is your sole responsibility to protect your information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of your use of the Library's wireless access.
- All Wi-Fi users should have up-to-date antivirus software installed on their computers.
- The laptop owner is responsible for setting up their equipment to access the Western Pocono Community Library wireless network. Library staff is not permitted to handle your laptop or peripheral equipment. Library staff is not allowed to configure patrons' laptops, nor can they provide more than general assistance in getting connected to the wireless network.
- The Library assumes no responsibility for the safety of equipment; users must keep their equipment with them at all times.
- In using this free Internet access, you agree and hereby release, indemnify, and hold harmless, the Western Pocono Community Library, its officers and employees, and any affiliate, from any damage that may result from your use of this wireless access.
- While using this wireless access, you acknowledge that you are subject to, and agree to abide by all laws, and all rules and regulations of the Western Pocono Community Library, the State of Pennsylvania, and the federal

government that is applicable to Internet use.

- At its sole discretion, the Western Pocono Community Library may terminate this free public service at anytime without prior notice.
- Printing is not available via the wireless connection at this time. If the user desires to print, the file can be saved to a flash/thumb drive or emailed to themselves and printed from a public computer in the public area of the Reference Department for a nominal fee per page.
- Unauthorized copying of copyright-protected material in any format is not allowed.
- Transmission of spam or junk mail of any type is not allowed.
- Accessing and the transmission of disruptive materials and images; i.e.: threatening, harassing, defamatory or pornographic materials, is therefore prohibited.
- Unauthorized access to remote computer systems is prohibited.
- Laptop owners may only use designated electrical outlets fitted with surge protectors to connect up their equipment.
- Due to limited bandwidth, during peak hours Library staff may limit the type of internet use.
- Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment will result in permanent disconnection from the library's Wi-Fi network.
- Using the Internet in violation of the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) place restrictions on the use of funding that is available through the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and on the Universal Services discount program known as E-rate (Public Law 106-554). These restrictions take the form of requirements for Internet safety policies and technology which blocks or filters certain material from being accessed through the Internet. Failure to abide will cause the Library to lose its E-rate privileges.

**If you do not agree to the above terms, please disable your wireless connection and turn off your computer.**

Connecting to the network requires a laptop computer with wireless capability supporting the WiFi standard (also known as IEEE 802.11b/g).

By choosing to use the Library's FREE WIRELESS SERVICE you agree to abide by the above stated **COMPUTER USAGE POLICY of the Western Pocono Community Library**. In summary, you agree to use Western Pocono Community Library's network resources **only** for lawful purposes.

The Western Pocono Community Library will take appropriate action for not abiding by the above stated terms. Appropriate actions may include:

1. Asking individuals to discontinue their display of disruptive content
2. Revoking a patron's Library privileges
3. Prohibiting and/or quarantining patron-owned equipment from accessing the network
4. Notifying law enforcement of illegal activity

Some devices may not be compatible with the library's network. Patrons who have difficulty connecting or experience poor connections are encouraged to seek help at the reference desk, but library staff are not responsible for troubleshooting patron's devices.