

Welcome to the Shingletown Library's computer use and safety policy. The Library has patron computer stations available to our Patrons as part of the Library's Mission to deliver services and materials to meet the informational needs of the area. Patrons are required to agree to follow this Use Policy. Patrons must also be computer literate and sign the sign-in sheet. As in the case of all other Library materials, supervision of the use of the computer by minors is the responsibility of a child's parent or legal guardian. Use of the computers indicates you have read and agreed to the Computer/Internet Use and Safety Policy.

The following policy governs the use of all Shingletown Library's computer resources including public and staff Internet access, use of computers in the Library, non-Internet applications, staff computers, and remote use of the Library's computer services.

It is the policy of the Library to:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity.
- Prevent unauthorized online disclosure, use or dissemination of personal identification information regarding minors.
- Comply with Children's Internet Protection Act (CIPA).

Users read and agree to the Library Policy when reserving and/or logging into a computer. Use of Library technology by each and every staff member, volunteer, or public user shall constitute that person's acknowledgment of an agreement to abide by this Computer/Internet Use and Safety Policy, including guidelines for use of the Internet by minors.

- Patron workstations are available for at least *one* hour per user. Library staff may extend sessions at their discretion after the first hour. If a new user arrives after that time, the computer user will be asked to vacate to allow the new arrival a turn.
- **Suggested Donation:** \$1.00 per ½ hour, to help defray the cost of the High-Speed Internet Service.
- Use of patron workstations is on a first-come/first-served basis. Computers may be reserved for a specific time by phoning the Library during open hours and reserving time with the Librarian. If user is more than 10 minutes late the workstation will be reassigned.
- User must sign in and out with name, time and date. Logs are maintained for one year.
- Only one person at a time may use a patron workstation. Exceptions may be made at the discretion of Library staff.
- Children under 14 years of age must have an adult to supervise them. Library Staff is to be consulted only if needed. Not all Library Staff is computer literate. **Shingletown Library assumes NO LIABILITY for children's use of any library resources including any website.**
- A printing donation is *requested*. Printing may not be available at all workstations.
- Users may not use the workstation for any illegal activity, including violating copyright laws or software license agreements. **Users may not install their own software programs. Users may not utilize their personal thumb drives, CDs, etc. on library computers. New CDs may be purchased and stored at the main desk, if needed.** Users shall utilize the Library network for lawful activities only. They shall not use the network to cause harm to others or damage the property of others. They shall not intentionally upload, download or create computer viruses or other forms of malicious programming, attempt to harm or destroy equipment, manipulate the data of any other user, or seek unauthorized access to network and systems including so-called 'hacking.'

- **Users must not interfere with the work of others and must respect others' rights to privacy.**
- **The Library upholds the right of confidentiality and privacy for all users. Absolute privacy for patrons using electronic resources in the Library cannot be guaranteed. There exists a possibility of inadvertent viewing by other users, either by watching the user's screen, or because a user may leave the screen unattended.**
- **The Library does not warrant that the functions of the system will meet any specific requirement a patron may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.**
- **Use of the Library's computers is a privilege. Users must end their sessions and leave the workstations when asked to do so by Library staff.**
- **Users shall not disclose, use or disseminate personal identification information regarding minors without proper authorization.**
- **The staff will continually evaluate this policy and recommend changes as the need arises.**
- ***The Library may not always have computer knowledgeable staff to assist patrons.***

Internet Access

The Internet is an unregulated, global resource that contains materials that some persons may find offensive. While the Library will take precautions to ensure the safety of minors in the Library, it cannot be responsible for anything that any Library user may see or read while in the Library that the user or, in the case of minors, the user's parents, may find offensive. The Library urges parents to accompany their children while visiting the Library to ensure that their children are safe at all times.

Internet users are expected to act in a responsible and legal manner. Users may not use Library computers to access Internet sites that depict or transmit material that violates State and Federal law. The Library is not responsible for the content of retrieved information. Library users are responsible for critically evaluating the quality and accuracy of material obtained from the Internet.

Supervising Computer Use by Children

This Library, unlike schools, does not serve in loco parentis (in the place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet and use the Library's equipment. Parents and legal guardians are responsible for monitoring any and all Internet use by minors. Consent given on the part of parents or legal guardians for a Library card constitutes acknowledgement by the parents or legal guardians that they have a responsibility for monitoring their child's use of all Library resources, including the patron computers.

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or at the Library.

- Use the Internet as a family. Join your children in Internet exploration.
- Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Instruct children NEVER to give out personal information (name, address, password, telephone number, social security number, credit card number) about themselves or others online without first asking a parent for permission.
- Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.

- Teach minors to exercise discretion and caution when communicating using the Internet, electronic mail, chat rooms, and other forms of direct electronic communications in order to remain safe and secure (e.g. avoidance of predators, cyber-bullying, and scams).

Parents and children are encouraged to read "Child Safety on the Information Highway" and other online safety materials available free at www.safekids.com and www.safeteens.com.