

## **INTERNET ACCESS POLICY**

This policy will be reviewed at least every three years.

The Fox Creek Municipal Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Library Board has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the following guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign this Internet Use Agreement. All users must sign the appropriate log-in sheet prior to beginning their session.

### **Expectations:**

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, provincial, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette.

### **Warnings:**

The Internet is a decentralized, immoderate global network; the Fox Creek Municipal Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

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.

### **Guidelines:**

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Adult Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals

- Depending on demand, Internet use may need to be limited to 30 minute sessions on a first come, first-served basis with each user allowed one session. Users may be asked to abandon use of the Internet if another patron requests use of the service. Additional time allotment is at the discretion of the librarian.
- Public access computers will normally be available during regular library hours as posted.
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use the internet for unlawful use for illegal purposes.
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters
- Users are able to print from the library computers. There will be a charge for printing which is due when the printing is completed. If necessary, the librarian will hold the printed material until such time as money is collected.
- Library staff is available to assist in accessing the Internet, but cannot provide in depth training.
- Users are able to bring in their own flash drives to access needed material but they must make the librarian aware that they are using an out of library flash drive.
- Misuse or abuse of the computers (as stated below) will result in a loss of computer access privileges.

**Abuse of the computers are defined as:**

*Downloading games or programs, misuse of the internet: changing preferences, deleting icons, hacking, or viewing of illegal pornographic material.*