

Cuba Circulating Library Computer Use and Internet Policy

Objective in offering this service

Ensuring free and equal access to ideas and information in a variety of formats is essential to the mission of the Cuba Circulating Library. The Internet enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. However, it is an unregulated medium. As such, it offers access to a wealth of material that is enriching to persons of all ages but it also enables access to some material that may be offensive and disturbing. The Southern Tier Library System and the Cuba Circulating Library do not endorse and do not assume responsibility for any content found or any communications made on the Internet. In accordance with the Federal Children's Internet Protection Act (CIPA), a filtering mechanism is installed on all public access computers. This filter blocks access to sites in the following categories: anonymizers, criminal skills, extreme, malicious, phishing, pornography and spyware. The filtering mechanism can be disabled for adults 18 and over to access of specific sites but may take 24 hours or more to complete as filtering is done off site.

Individual users must accept personal responsibility for determining the suitability and appropriateness of information obtained through the internet. The library insists that parents be responsible in monitoring their children's use of library materials and resources, including the internet. Parents or legal guardians should guide their children in the use of the Internet and informing them about materials and sites they should not use.

Rules for Internet Use in Library

1. Users must sign Acceptable Use Agreement
 - a. Children eight (8) and younger require a signed parental permission and adult supervision to access the internet. Children eight and under may use the two computers in the children's area.
 - b. Young people ages nine through seventeen (9-17) must **bring** parent or guardian to the library to read and sign the permission agreement.
 - c. Individuals age eighteen (18) and older must read and sign an acceptable use agreement.
2. Those wishing to use a computer must be library patrons in good standing (owing less than \$5.00), must bring their library card with them, and sign in on the computer log at desk. Visitors to the area may show a driver's license.
3. It is recommended that computer users know basic computer and software use procedures.
4. Computer users, including those using the wireless connection, may not cause degradation of system performance.
5. Computer users may not use library computers or the wireless connection for any illegal or criminal purposes, including but not limited to: coercion, fraud, theft, copyright infringement, hacking, or violation of software.
6. Computer users, including those using a wireless connection, may not access pornographic webpages that contain images, sounds or messages which are generally considered pornographic
7. There is a one hour time-limit on 4 of the Lab PCs. These PCs may be used for any purpose other than the unacceptable behavior outlined in this policy
8. Patrons may renew computer time up to three hours in the absence of a waiting list.
9. There is no time limit on the two computers designated "projects requiring more than an hour."
10. Basic rules of library use apply: no loud talking; only one person per computer in the lab area unless otherwise permitted.
11. To address the issue of the safety and security of using email and other forms of electronic communication including social media, instant messaging, Skype, etc, as well as unauthorized disclosure, use and dissemination of personal information

regarding minors and adults, the Cuba Circulating Library urges all to keep in mind the following safety guidelines:

- a. Never give out identifying information such as home address, school name or telephone number.
 - b. Minors: Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' knowledge and approval.
 - c. Never respond to messages that are suggestive, obscene, threatening or make one uncomfortable. Tell a parent, guardian or police officer if such a message is received.
 - d. Report any incident to the National Center for Missing and Exploited Children at 800-843-5678 if one becomes aware of the transmission of child pornography.
 - e. Remember that people online may not be who they say they are.
 - f. Remember that everything you read may not be true.
 - g. Don't open email, files or website pages sent to you by people or organizations that you don't know or don't trust.
12. Users should know that any work they save to the computer will be wiped out upon logging out. You can save to a personal flash drive
 13. Color copies are \$.50 each, black and white are \$.25 each.
 14. Adults using the computers may not allow their children to be unsupervised.
 15. Violation of any of these rules will result in one warning. A written warning and a two week suspension of in-library computer privileges will given after the second violation. A written warning and a month suspension in-library computer privileges will be given after a third violation. In the case of minors, parents/guardians will NOT be given notification as this violates the minor patron's right to privacy.

Internet Acceptable Use Agreement

User Agreement

I am interested in having access to the Internet. I understand that while the Internet provides a wealth of information beyond the confines of the library's physical boundaries, some material may be offensive, inaccurate or disturbing. I understand that the Cuba Circulating Library has no control over internet material nor does the Library have complete knowledge of what is on the Internet. I have read and will abide by the **Rules for Internet Use** as adopted by the Cuba Circulating Library's Board of Trustees.

Signature _____ Date _____
Print name _____ Library card # _____
Address _____

Parental permission agreement

As the parent or legal guardian of the minor child named below, I have read and agree to the Acceptable Use Agreement. I accept the responsibility of making my personal views and values known to my child, and I agree to allow my child age nine through seventeen (9-17) to use the Internet independently. I agree to accompany my child, age eight and under or allow this child to use the Internet with the adult/caregiver who accompanies him/her to the library. **The undersigned parent or guardian expressly assumes all responsibility for the use of the Internet by his/her child and agrees to hold the Cuba Circulating Library harmless from any and all liability that may occur from the use.**

(Please print parent's name and address in the area provided above)

Parent's signature _____ Date _____
Child's name _____ Age _____ DOB _____

Approved by the Cuba Circulating Library Board of Trustees, September 11, 2006

Amended by the Cuba Circulating Library Board of Trustees, February 11, 2008

Amended by the Cuba Circulating Library Board of Trustees December 13, 2010

Amended by the Cuba Circulating Library Board of Trustees July 11, 2016