

## Internet and Computer Use Policy

### Internet Use Statement

The Lyons Public Library exists to provide materials which communicate experience and ideas. Its function is to assemble, organize, preserve, and make easily available print and non-print material which conforms to the educational, informational, cultural, and recreational interests and needs of the community. The Internet, as a global electronic network of information, allows the library to supplement and compliment its collection.

Internet resources are provided equally to everyone. The library offers commercially filtered and unfiltered Internet access. The computer station with filtering software will block many sites that may be offensive to some, but may fail to block all materials considered offensive. Users must accept responsibility for determining content. Parents may find that some information on the Internet may be unsuitable for their children. As such, the library affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources and upholds and affirms the right of each individual to have access to constitutionally protected materials. Youth under 14 years of age must have a parent or guardian seated with them while using the Internet. Youth under the age of 18 must read "My Rules for Online Safety" before using the Internet. The library adheres to the Neighborhood Children's Internet Protection Act (NCIPA) which restricts minors from:

- accessing materials deemed inappropriate / harmful to minors
- unauthorized access (hacking) and other unlawful activities
- unauthorized disclosure, use, and dissemination of personal identification information regarding minors

Parents are encouraged to read [Child Safety on the Information Highway](http://www.safekids.com/child_safety.htm) ([www.safekids.com/child\\_safety.htm](http://www.safekids.com/child_safety.htm)), produced by the National Center for Missing and Exploited Children.

Users are encouraged to be good information consumers recognizing that not all sources on the Internet provide current, complete, or accurate information and some sources may be offensive, disturbing, and/or illegal. Because Internet content is continually expanding and changing, and the Internet is an unregulated medium, users are encouraged to evaluate the validity and value of information obtained through the Internet. The library has no control over the accuracy of information accessed or acquired from the Internet nor can it be held responsible for its content or for any damages arising from its providing access to the Internet.

### Terms of Internet and Computer Use

Public access computers are located where they can be monitored by staff for assistance and security. Library staff will assist users in accessing the Internet and offer general searching suggestions and answers to basic questions. However, staff cannot provide in-depth computer training.

All users will sign a Computer Use Agreement. Registered patrons in good standing may use the public access computers. Non-registered patrons must show valid ID. Users are expected to check in with library staff before accessing the computers and close all applications at the end of their session.

All users must abide by the Lyons Public Library Internet and Computer Use Policy. Library employees are authorized to revoke a users Internet and or computer privileges for failing to use the computer stations responsibly, as defined in this policy. The first violation will result in two weeks suspension. The second violation will result in two months suspension. The third violation will result in complete loss of computer and Internet privileges. Users may appeal the loss of Internet and/or computer use privileges by following the library's appeal process. Using library resources for illegal activities may also be subject to prosecution.

**Rights**

Users are encouraged to use the Internet for research and educational purposes.

Users may use Internet to access only WEB hosted e-mail accounts such as Yahoo, Hotmail, etc.

Users may print copies to the network printer for a fee of 10 cents per page and must request those copies at the front desk.

Users may purchase a disk at the front desk for use "in house" on the library's computers. Use of personal disks or personal software on library computer's is prohibited. Disks may be left with staff to remain on library premises for future use. Disks that are removed from the library may not be reused.

**Responsibilities**

Users are expected to obey all federal, state, and local laws and local library policy.

It is not permissible to use the Internet to:

- send threatening or harassing materials.
- display, view, and/or print materials legally defined as child pornography and/or obscene. (KSA 21-3516, KSA 21-4301 et seq., 18 U.S.C. 1460 et seq., and 18 U.S.C. 225. )
- transmit chain letters, broadcast letters, or any form of junk mail.
- transmit computer viruses.
- print and/or copy copyright-protected materials in any format. (Copyright Law of the United States-Title 17, U.S.C.)
- "hack" or gain unauthorized access to local and/or remote computer systems
- play games
- participate in chat-rooms.
- download files to a library computer hard-drive, network drive or disk.
- violate software license agreements.

Users are expected to treat library materials and equipment including hardware, software, printers, and all property belonging to the Lyons Public Library in a responsible manner. Changes to software settings are not allowed. This includes but is not limited to adding or adjusting bookmarks, history, home pages, and/or icons. Users may not interfere with the operation of any computer by altering, damaging, or destroying data or programs. Immediately report any problem with equipment or materials to a library staff member.

**Availability**

Users have access to two internet computers as well as one computer with personal productivity software. The public access computers are available during normal business hours with priority given to reservations. A user who is more than 10 minutes late for a reservation will forfeit that appointment.

Users are limited to 1 1/2 hours total use per person per day. Sessions may range from 30 to 90 minutes in length but may not exceed 30 minutes per session if others are waiting.

Due to changing federal, state and local laws, the library reserves the right to make any changes in this policy at any time.

Adopted by the Lyons Public Library Board on 11-6-2001

## Computer Use Agreement

I have read the Internet and Computer Use Policy and agree to abide by it.

I understand that the library offers filtered and unfiltered Internet stations and that the parent or guardian is responsible for any information accessed by his or her child.

I understand that violation of the Internet and Computer Use Policy will result in the loss of computer access at the Lyons Public Library.

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(Please print)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (work) \_\_\_\_\_

Birthdate if under 18: \_\_\_\_\_

Signature: \_\_\_\_\_  
(or parent / legal guardian if under 18 years of age)

\_\_\_\_\_ (Minor child has read and agreed to Internet Policy and guidelines in “**My Rules for Online Safety**”.)

Retain original copy for library records and give patron one copy.  
Adopted by the Lyons Public Library Board on 11-6-2001

## ***My Rules for Online Safety***

Any Internet workstation user under 18 years of age must read these rules before beginning an Internet session.

I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.

I will tell my parents right away if I come across any information that makes me feel uncomfortable. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.

I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the online service.

I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

Source for information: [Child Safety on the Information Highway](http://www.safekids.com/child_safety.htm)  
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