

**PRETTY PRAIRIE PUBLIC LIBRARY  
COMPUTER AND INTERNET POLICY AGREEMENT**

By signing this form, I understand the only computer and Internet use authorized by the Library is legal use and each user is required to agree to and abide by the conditions of this policy. The present Pretty Prairie Public Library Internet use guidelines require parental consent for minors under the age of 18, who use the Internet. The purpose of this form is to provide a means for parents to authorize their child's access to the Internet at the library. The Pretty Prairie Public Library's intent for use of the Internet is for education and enjoyment. A copy of this form must be on file prior to use of the Internet. A copy of the Pretty Prairie Public Library's guidelines is included with this form. We agree to follow these guidelines and understand that any violation may result in disciplinary actions ranging from loss of Internet access to possible suspension from the Pretty Prairie Public Library. By our signature below, we the undersigned state that we have read, understand and agree to follow these guidelines for Internet use.

DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

As a parent or legal guardian signing this form, I agree that the monitoring and supervision of my child's use of this computer and Internet is my responsibility.

PRINT NAME(S) OF CHILD(REN)

DATE OF BIRTH:

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## **PRETTY PRAIRIE PUBLIC LIBRARY COMPUTER AND INTERNET POLICY**

The computer and Internet workstations of the Pretty Prairie Public Library are available to library users who are registered users of the Library and whose library use is in good standing with no outstanding fines, overdues or misuse of other library privileges. One time use of the computer and Internet workstation by a visitor to the library does not require library user registration, but does require a signed agreement to this **Internet and E-Mail Access Policy**.

The only computer and Internet use authorized by the library is legal use and each user is required to agree to and abide by the conditions of this policy. Illegal or criminal use of the computer or Internet or failure to abide by the conditions of this policy will result in the user's loss of privileges. Illegal use of the Internet, especially in regard to viewing child pornography, making threats of violence or other criminal acts, are prosecutable under applicable state and federal laws. The computer and Internet workstations are monitored by the Librarian or staff for assistance and security.

The Library's Internet access is intended primarily as an information resource. Access to personal e-mail services by library users is at their own discretion. The library does not provide personal e-mail services to library users through its own Internet account. Access to chat rooms by library users is prohibited. Parents agree that the monitoring and supervision of their children's use of the Internet is their responsibility.

Use of the computer and Internet is on a first-come, first-serve basis. A user must sign-in at the front desk prior to using the computer or Internet. Each user may use the computer or Internet for one hour of time each day. A maximum of two people at a time may view the Internet workstation during its use. A minimal level of computer competence is required for users of the Internet workstations. The Librarian or staff can offer suggestions and answer questions, but cannot provide individual training. The Librarian or staff always maintains the discretion and right to interrupt or end computer or Internet use by a library user.

The library is not responsible for damage to any user's personal disk or computer or any loss of data, damage or liability that may occur from use of the library's computer. For those users who want to save their files, formatted disks can be purchased from the library for \$1.00 each. No disks, other than ones purchased for one-time use from the library are allowed. There is a \$.10 per page charge for printing beyond 10 pages. Users may not run their personal software or programs or software or programs downloaded from the Internet using the library's computer. Any files left on the library computer hard drive will be deleted. Users are personally responsible for any commercial transactions they make via the Internet. Use of the library's computer or Internet should not be considered private or confidential.

**Prior to Internet or Email use, your signature, and if you are a parent or guardian, the name(s) of your child(ren) are required on the Computer and Internet Policy Agreement.**

## 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 or Librarian 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 rules without their permission.

These guidelines were adopted and approved by the Pretty Prairie Public Library Board on June 11, 2003.

Dan Jones, Chairman

Rowena Albright, Vice-Chairman

Chris Seefeldt, Secretary/Treasurer

Janis White, Board member

Shelli Hines, Board member

Connie McClellan, Board member

Bill Stucky, Board member

Patti Brace, Director

Nancy Royer, Librarian