

## LAKE WALES PUBLIC LIBRARY ACCEPTABLE COMPUTER USE POLICY

Welcome to the Lake Wales Public Library's Internet Access. To ensure fair accessibility for all, please follow these policies, guidelines, rules, and procedures. Internet access is available on select public computers for all users of the Lake Wales Public Library who adhere to the guidelines outlined and agreed to in the Acceptable Use Agreement. The library staff reserves the right to remove anyone who violates these user guidelines or is disruptive to others around them. Unacceptable use that is illegal may result in criminal prosecution as well. A patron found to be sending or receiving inappropriate materials will be disconnected from the Internet and will not be allowed to use it at any future time.

### INTERNET ACCESS POLICY

The Internet allows users to connect to networks of resources outside the library. The Lake Wales Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet has a highly diverse user population, and library patrons use it at their own risk.

Workstations are located in public areas. What you view is not private. We insist you be considerate of other library patrons, children and adults, and refrain from displaying material they might reasonably consider objectionable. NOTE: The viewing of obscene or pornographic materials is PROHIBITED.

This Internet Access Policy applies to the usage of the Lake Wales Public Library's Wireless Network. This network is provided free of charge, and is not a secured network. All guidelines and policies apply to the usage of this service inside the library's building and on outside property.

### STAFF ASSISTANCE

Library staff are not able to provide in-depth computer assistance but will answer questions and, as time allows, help users locate and use Internet resources.

### GUIDELINES AND RULES FOR INTERNET ACCESS AT THE LAKE WALES PUBLIC LIBRARY

The library makes every effort to make the public Internet computers available to as many patrons as possible. To accomplish this, Lake Wales Public Library sets the amount of time and/or sessions any patron may use the public computers with Internet access.

Use of the Internet computers is on a first-come, first-served basis. The time is limited to two (2) hours per day, consecutive or otherwise. The time is allocated in 30-minute increments up to the two (2) hours permitted.

At the 2-hour limit, if 50% or more of the public access computers are not in use or there are not reservations in the queue, the time limited user may request another 30-minute extension. This will again be evaluated by staff at the end of the 30-minute period. Users must make the computer available to others after the 30-minute period when asked to do so by library staff. Failure to do so will result in loss of privileges.

The Internet computer equipment and software must be used as installed. Users are not permitted to delete, add, or modify the installed hardware or software. The computer operator is liable for any damage done to the Internet workstation's hardware OR software and for any illegal or unethical acts performed through our system. This is not limited to physical damage or vandalism. All electronic files on the hard drive are deemed the property of the Lake Wales Public Library. Tampering with local or remote computer files and/or committing legal or ethical violations of acceptable Internet use will result in the loss of Internet privileges at the library and possible prosecution.

#### UNACCEPTABLE USE INCLUDES:

- a. Downloading to or installing any software program on the hard drive of any Internet computer;
- b. Accessing any chat rooms or chat channels;
- c. Game playing from any Internet site;
- d. Any display of images, sounds or text, (including obscene or pornographic items), that could reasonably create an atmosphere of discomfort or harassment for others;
- e. Violating copyright laws and fair use provisions through inappropriate reproductions or dissemination of copyright text, images or other resources;
- f. Libeling or slandering others;
- g. Destroying or damaging equipment, software, or data belonging to the library or other users;
- h. Unauthorized monitoring of electronic communications, or disrupting or interfering with other computer or network users, services or equipment;
- i. Using the library's computers to make unauthorized entry into any other computer or network;
- j. Illegal or unethical use of the Internet;
- k. Misrepresenting oneself as another user or attempting to gain access to any computer system;
- l. The deliberate propagation of computer worms and/or viruses;

Users of any age will be permanently banned from the Lake Wales Public Library's Internet stations after one (1) instance of violation of unacceptable use policy. If an individual's actions are deemed to violate any of the Lake Wales Public Library's Disruptive Patron Policy, the Lake Wales Public Library reserves the right to call local law enforcement and trespass the user. All public access computers may be monitored for viewing content by library staff.

No personal software or commercial software is allowed to be used with ANY library computer.

You may not always be able to go to the sites on the Internet that you want to visit. There are many reasons, among them:

- a. There are too many Internet visitors and the host computer has closed the site;
- b. The database or resource is licensed to a particular institution in which case you would need to be affiliated with the institution to gain access;
- c. The host computer has changed its address or has closed down;
- d. The library's Internet connection may be periodically and/or temporarily inoperable due to technical difficulties;
- e. Website(s) may be blocked at the discretion of the City of Lake Wales IT department.

No more than two people may use an Internet station at a time.

Use of another person's library card is not allowed for computer access. Patrons must use their own library card to reserve a computer.

Patrons must use headphones when listening to audio on any computer including personal laptops, and will keep the volume to a level that does not disturb those nearby.

#### POLICY CONCERNING MINORS

All Internet resources accessible through the library are provided equally to all library users. Neither the library, its staff, nor the City of Lake Wales, Florida is responsible for the Internet information accessed by children. Children age 12 and under must be accompanied by a parent or legal guardian during the entire period of computer usage. Minors age 13-17 must also be accompanied by a parent or legal guardian unless a Parental Permission Agreement has been signed by the parent or legal guardian. Parents or guardians signing Parental Permission Agreements are acknowledging their understanding of the Lake Wales Public Library's policy against the use of Chat Channels, Instant Messenger or any form of live talk on the library's public access Internet stations.

The viewing of obscenity and pornography is prohibited by Florida Statute 847. Parents signing Acceptable Use Agreement/Parental Permission Agreements are acknowledging their understanding of the law and their responsibility for the actions of their minor child. Users of any age will be permanently banned from the Lake Wales Public Library's Internet stations after one (1) instance of viewing prohibited materials. All public access computers may be monitored for viewing content by library staff.

Parents or guardians signing Parental Permission Agreements are acknowledging their understanding that the unauthorized disclosure, use and dissemination of personal identification information are prohibited by minors under the age of 18. The Lake Wales Public Library prohibits minors from disclosing their legal name, age, date of birth, home address, alternate address, telephone numbers including cellular phone number, legal names of parents, guardians or other family members, or any other personal information.

## DISCLAIMERS

The Internet is a global electronic network, and an information resource. It enables the Lake Wales Public Library to provide information beyond the confines of its own collection. The Internet allows users to connect to networks or resources outside the Lake Wales Public Library. It allows access to ideas, information, and commentary from around the world. The Lake Wales Public Library's Internet access is intended primarily as an information resource. Currently, however, it is an unregulated medium. While it offers access to a wealth of materials that is enriching to individuals of all ages, it also enables access to some materials that some users may find controversial, offensive, disturbing, or illegal.

Electronic databases and other technologies are regulated by outside organizations; NOT by the Lake Wales Public Library. The Lake Wales Public Library cannot censor access to materials nor protect users from this material. The Lake Wales Public Library assumes no responsibility for any damages, direct or indirect, arising from its connection to the Internet. The Lake Wales Public Library makes no guarantees, either expressed or implied, with the respect to the quality or content of the information available on the Internet.

While the Lake Wales Public Library will make every effort to ensure that the use of the Internet is consistent with its Mission Statement, parents are encouraged to work closely with their children in selecting material that is consistent with personal and family values and boundaries. The Lake Wales Public Library does not have the right or responsibility to act in place of the parent. Parents or adult guardians, not the Lake Wales Public Library or its staff, are responsible for the Internet information selected and/or accessed by their children – and only their children – through the Lake Wales Public Library.

The Lake Wales Public Library upholds and affirms the right of each individual to have access to a wide variety of materials. The library also affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources.

**\*\*Warning –** Although we use a virus-checker on the Internet computers, this will not completely protect you from the chance of getting a virus. Software downloaded from the Internet may contain a virus, and you need to have virus-checking software on your personal computer. Neither the Lake Wales Public Library nor the City of Lake Wales, Florida shall be responsible in any way for damage to a library patron's devices or personal computer, or for any loss of data, damage, or liability that may occur from patron's use of the library's computer.

## COPYRIGHT

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use". Users may not copy or distribute electronic materials (including e-mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any

consequences of copyright infringement lies with the user; the library expressly disclaims any liability or responsibility resulting from such use.