

INTERNET POLICY

The internet is an unregulated medium; therefore, the Jay C. Byers Memorial Library cannot be responsible for the content, accuracy, or availability of information obtained from the internet. The library does use and support filtering software, which helps block out questionable material. However, patrons and parents of young patrons are responsible for any information accessed through the internet. The library does reserve the right to monitor all internet activity by a user. By using the library computers, it is understood that patrons will abide by this internet policy.

Staff is available to introduce internet access. Nonetheless, staff may not be familiar with every application or website patrons wish to use, and patrons must be able to competently use the computer and navigate the internet themselves.

Terms and Conditions for Acceptable Use:

- The Jay C. Byers Memorial Library observes **NO TOLERANCE** in regards to policy. Violation of any part of the policy will result in cancellation of internet privileges if the user does not observe legal and ethical guidelines set forth.
- Youth under 16 years of age will be required to have parental or guardian permission to access the internet. Release forms must be signed in the presence of the librarian. Release forms will not be sent home for signatures.
- The user must check in with the librarian before using the computer. If the user has a late fee or an overdue book, the user will not be allowed access to the computers until this oversight is corrected.
- Use of the internet will be first come, first serve.
- Printing is 10 cents per page for black and white and 50 cents per page for color copies.
- In order to protect your personal information, **Do not save** any documents to the hard drive.
- Users are limited to one (1) hour daily.

Unacceptable Uses include but are not limited to:

- Harassment of other library users by displaying offensive material.
- Harassment of other on-line users by any means.
- Sending, receiving, or displaying text or graphics that may be construed as obscene, pornographic, or sexually explicit.
- Downloading or printing copyrighted material.
- Not respecting the privacy of others, misrepresenting oneself as another user, attempting to modify or gain access to files, passwords, or data belonging to others or by seeking unauthorized access to any computer components or computer system or altering software components.
- Damage to equipment or other library property (computer tables, computer chairs, printers, hardware, etc.)

DISCIPLINARY ACTION:

- First Offense: 2-week restriction from computer use.
- Second Offense: 1-month restriction from computer use.
- Third Offense: 1-year restriction from computer use.

Proper authorities will be notified if compliance with disciplinary action is not immediate.

NOTE: No one has the authority to waive or modify any part of this policy except the Library Director or the Library Board of Trustees. Any questions, comments, or concerns regarding this policy should be submitted to the Director or the Library Board.

**Revised 10/17/11, 1/25/2016, 10/17/16, 4/9/18, 4/11/22, 10/21/24.