

# Puxico Public Library Computer & Internet Usage Policies

## Purpose:

1. To provide resources and services to meet the digital and informational needs of the community.
2. The internet access stations (Computers) are intended for serious research use or informational use only and is not for entertainment use such as games or videos.

## Responsibility:

1. The library does monitor and has some control over the information accessed through the Internet. However, this system is not 100% guaranteed to protect everyone from bad or misinformation.
2. The library upholds the right and responsibility of parents to determine and monitor their children's use of all library materials and resources.
3. Parents or guardians, not the library staff, are responsible for the internet information selected and/or accessed by their children.
4. YOU, not the library, are responsible for your own private information. Make sure you have deleted anything you downloaded **AND** make sure you have signed out of all websites while using our computer systems.

## Legal and Ethical Use:

1. Misuse or abuse of any library computer equipment will result in suspension of library privileges. Examples of illegal or unethical use include, but is not limited to: harassment, libel, or slander against other users. Sending, receiving, or displaying text or graphics which may be reasonably construed as obscene (MO Rev. Stat. 573.010). Destroying, damaging or altering any computer equipment, software, or data belonging to the library or any other user(s). Unauthorized copying or downloading of copyright-protected materials, such as movies or music; unauthorized use of computer accounts or attempt to access coded data and violating another user's privacy.
2. The library follows MO Rev. Stat. 182.827: "Responsibilities of public schools and public libraries with public access computers".
  - i. Internet access and application access is filtered on both the private and public sides of the library network.
  - ii. **ANY** attempts to circumvent these protections could include but are not limited to: revocation of **ALL** computer and internet services provided by the library

## Procedures:

### **Our Wi-Fi:**

1. Patrons must read and sign the Computer and Internet Use Policy Agreement Form.
2. **SMARTPHONES ARE ALLOWED ON THE GUEST NETWORK. However patrons must remain in the central room at all times while accessing the network.**
3. Patrons may also use their own laptops or laptop-like devices. However, these devices must remain in the main room while being used on the Wi-Fi.
4. The library is not responsible if your device is infected with a virus from downloading files to your own device from the Internet.
5. **Patrons are not allowed to use the WiFi during after hours. Patrons caught using the Wi-Fi outside the building will force a revocation of ALL computer access and access to the internet services provided by the library. THERE ARE NO EXEMPTIONS!**

### **Our Computers:**

1. Patrons must read and sign the Computer and Internet Use Policy Agreement Form.
2. Children under 18 years of age must have, on file, at the library an Internet Access Authorization Form signed by a parent or guardian before using our Internet Access Enabled Computers.
3. All users must sign in and out at the front desk to use our Internet Access Enabled Computers.
4. Please refrain from downloading any unnecessary files to the computer's hard drive, unless you have to
5. Any downloaded files must be deleted before leaving the computer. We are **NOT** responsible for your private information!
6. You may NOT install any software on the Internet Access Enabled Computer.
7. Patrons are not to change ANY software settings, Windows settings, or move/delete icons from the desktop.
8. If there is any fault with any equipment or materials, the user will report it to the library staff immediately.
9. **Library staff cannot provide in-depth Internet training.**
10. Computer availability will be on a first come, first serve basis.
11. No patron shall use the equipment for more than 1 hour at a time, if any other patron is waiting to use the equipment

**(continued see back)**

**Our Computers (continued):**

12. **No food or drinks are allowed near the equipment!**

**Internet Accounts & Passcodes:**

1. The library does not offer electronic mail accounts; however, patrons may check or create an e-mail account if they know the internet address and/or password of their private accounts.
  - i. Be sure you have logged out of these accounts once you are done! We are not responsible!
2. Users using the Wi-Fi that the library holds must sign this agreement before obtaining the passcode. Usage is monitored through firewall & content filtering hardware!
3. **The passcode will be changed regularly, please see a staff member for the new passcode.**

I have read and agree to the **Puxico Public Library's Computer and Internet usage Policies.**

\_\_\_\_\_  
LIBRARY PATRON'S SIGNATURE

\_\_\_\_\_  
DATE

I have read the Puxico Public Library's Computer and Internet Use Policies and have made sure my child (or Children) understands them.

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE

Please print your Child (or Children) name(s) and age(s) below.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
AGE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
AGE

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NAME

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AGE