

## Computer and Internet Use Policy

***First-time library Internet users are required to sign the following agreement.***

The Alfred Box of Books Library provides computer workstations for public use. Available resources include but are not limited to Microsoft Office Professional software; research, including access to STLS and NYS library databases; printing; and use of a scanner. The mission of the Library is to ensure that all patrons have the rights and means to free and open access to ideas and information. The use of the computer stations in this library must be consistent with the mission of the Library.

You have the right to confidentiality and the right to privacy. Security, however, is technically difficult to achieve and the computers are located in a public area. Electronic transactions of information and viewing screens could become public. As a result, the Library cannot guarantee privacy or confidentiality.

Please be courteous to others. Remember it is rude to look over another's shoulder to see what he or she is doing on the computer, and it is disturbing to another's concentration to stand by the computer while waiting your turn. Remember that people using the internet after you can easily see which sites you have visited.

**No food or beverages are allowed at the computer workstations at any time.**

### INTERNET ACCESS:

The Internet is a global electronic network, mostly unregulated, on which anyone may place any content or communicate any content. Alfred Box of Books Library does not endorse or assume responsibility for any content found or any communications made on the Internet.

Alfred Box of Books Library maintains an Internet filtering mechanism for use on all computers. The filtering mechanism will only block access to the three categories of content specified by the Federal Children's Internet Protection Act (CIPA)—visual depictions of material deemed child pornography, obscene, or certain material deemed harmful to minors. The filtering mechanism can be disabled on individual computers as needed by library staff. Alfred Box of Books Library has a responsibility to protect the First Amendment rights of its patrons, including its minor patrons, by not inhibiting access to constitutionally protected speech, including images, language, and video that may be controversial or unappealing to community members.

### Use of public computers by children:

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children, guiding their children in the use of the Internet and informing them about materials they should not use. The Library, its employees and volunteers, cannot act in place of parents or guardians in restricting access to resources, including those accessed through the internet.

To address the issue of safety and security of minors when using electronic mail, and other forms of direct electronic communications, as well as the issue of unauthorized disclosure, use and dissemination

of personal identification information regarding minors, Alfred's Box of Books urges minors and their parents or guardians to keep in mind the following safety guidelines;

1. Never give out identifying information such as home address, school name, or telephone number.
2. Let parents or guardians decide whether their personal information such as age, marital status, or financial information should be revealed.
3. Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
4. Never respond to messages that are suggestive, obscene, threatening, or make you uncomfortable. Tell a parent or guardian if you receive such a message.
5. Have parents or guardians report an incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if they become aware of the transmission of child pornography.
6. Remember that people online may not be who they say they are.
7. Remember that everything one reads may not be true.

All children under the age of 18 must have on file an Internet Use Contract signed by both parents and child. **Children under the age of 8 will not be allowed to use the internet without parental assistance and constant attendance at the computer station.** All adults must have a signed Internet Use Contract on file to use our computer workstations. All contracts will be kept at the front desk.

To address the issue of unauthorized access, including so-called "hacking" and other unlawful activities by minors online, minors and all other users of Alfred Box of Books Library are hereby advised that any unlawful activity is strictly prohibited.

#### PROHIBITED LIBRARY ACTIVITY:

Any user of electronic services in any location is strictly prohibited from any illegal activity or unlawful purpose, including but not limited to:

1. hacking;
2. harassing or invading the privacy of other users;
3. attempting to degrade the network or disrupt its performance;
4. using the network for commercial purposes;
5. sending "spam" or unsolicited advertising of any kind;
6. Violation of copyright law, including downloading copyrighted works without authorization by the copyright owner.

While library staff is happy to assist users in accessing the Internet, each user is responsible for his or her own search. Staff can provide in-depth personal training in the use of computers or the internet by making an appointment with the library's Technology Coordinator. Requests for reference searches on the internet by telephone may be permitted by library staff as time allows.

You cannot save information on the computers' hard drives. USB flash drives are required.

Printing is available from desktops and costs 25 cents per page. Remember to be patient. Other patrons may be issuing print commands at the same time as you, and your print job might not appear instantly. If you use the print command several times, you will end up paying for several copies.

There is no time limit on computer use. Please be considerate of others who are waiting to use the computer. The library staff reserves the right to end your computer session to allow another patron to use the computer.

The user agrees to take proper care of all of the software, hardware documentation and other equipment that are the property of the Library. **At no time will the user change the software settings or windows setups, or move or delete icons, etc.** When there is any problem with the equipment or materials the user should report it to the library staff. Users are not permitted to install software programs on the Library computers. You may only use software applications provided by the Alfred Box of Books Library.

Library computer workstations may not be used to view violent and/or pornographic materials. Any Library staff member or volunteer who observes a person viewing such material will direct that person to remove the material from the computer screen.

Any person who refuses to comply with the directions and rules listed above will be asked to leave the Library premises, and will lose all computer privileges at the Alfred Box of Books Library. Illegal activities will be dealt with in a serious and appropriate manner. The Library reserves the right to terminate the user's public computer use indefinitely. The user may also be subject to legal consequences if applicable.

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