

Appendix B and C
Baldwin Public Library
Internet/Computer Use Policy and Agreement

The Baldwin Public Library provides public access to the Internet to expand our information services beyond the library collection. The Internet is a valuable tool for learning and offers adults and children experiences that are both educational and rewarding. However, the Internet has also raised concerns. It can present unsafe situations.

The Internet is a non-centralized, non-moderated global network; the Baldwin Public Library has no control over the content found there. The library does not censor access to material to protect users from offensive information. The library is not responsible for the availability and accuracy of information found on the Internet.

It is important that parents or guardians guide and supervise their child's use of the Internet just as they guide and supervise their children's reading and television viewing at home. Monitoring your child's use of the Internet is not the library staff's responsibility. Parents of minor children must assume responsibility for their children's use of the library's Internet service prior to being granted access to the Internet by filling out the enclosed form to be kept on file at the library.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below, which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

We reserve the right to restrict visual images. If a user is viewing images determined to be objectionable by a library staff member, the user will be asked to exit from that site. If the user is found viewing objectionable materials a second time, their Internet session will be terminated.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's service.

EXPECTATIONS

1. Children in 1st grade and below must be accompanied by a parent or guardian while using the computer for Internet access.
2. Students in 2nd grade up to age 17, along with a parent or guardian, must sign the Internet Use Agreement.
3. All users must sign in on the log at the front desk with their name and start time so that the library staff can check on time expired if there are waiting patrons. Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis. Each user is allowed one session. If there is no patron waiting for the service at the end of a session, the user may have another 30 minute session, but once having had the service for the first 30 minutes, the user must leave the computer station if another patron requests it. The staff might make exemptions occasionally for class work or employment applications, etc. but the general maximum time usage per day per person will be two (2) hours).
4. Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service such as Google mail or Yahoo.com which will maintain an account for them.

5. Users will respect and uphold all applicable laws including copyright laws, and will not use the Internet for illegal purposes. Such purposes include the posting and/or viewing of child pornography, harassing behavior, and / or posting of inflammatory or threatening messages. According to the US Patriot Act, the library might be required to allow federal authorities access to computer viewing history if subpoenaed.
6. Users will respect the rights and privacy of others by not accessing private files or using accounts owned by other users without their permission.
7. Users shall not incur any costs for the library through their use of the Internet service.
8. Users shall not create and deposit or distribute computer viruses or any other malicious programs onto the library's computers or over the Internet.
9. Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters, or change in any way the computer system, settings, desktop, or equipment.
10. Users shall not put stress on the public technology resources designed for educational purposes by overusing gaming, movie viewing, downloading music, etc. or other activities, to be determined by staff.
11. Users may print from the computer for \$0.10 per copy.
12. Users shall not use the computer to gain access to unauthorized resources or entities (hacking).

Internet User Agreement and Parent/Guardian Form

As a user of the Baldwin Public Library's computer, I have read and agree to comply with the established rules and policies – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature _____ Date _____

As a parent or legal guardian of the minor student signing above, I grant permission for this youth to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media.

Parent Signature _____ Date _____

Name of Student _____ Age _____

Home Address _____

Home Telephone _____