O'Neal Library Computer and Internet Acceptable Use Policy

I. Purpose

The mission of the O'Neal Library is to provide quality library and information services for all the people of our community.

O'Neal Library makes Internet resources accessible to all patrons through public computers and a wireless network. This Acceptable Use Policy is designed to provide a safe environment for research, learning, and personal enrichment.

All electronic traffic originating from the O'Neal Library shall be in accordance with this Acceptable Use Policy. Failure to abide by these standards may result in the loss of Internet, computer, and Library privileges.

II. Computer Use

- Patrons with Library cards may log into any available PC using the patron barcode and PIN on the back of the Library card.

- Patrons who do not have Library cards, including minors, may visit any Library service desk to receive a PC card. O'Neal Library has installed a PC management system that governs the use of the computers in the Library.

- Patrons are limited to two hours of use per day if other patrons are waiting to use computers. Sessions may be extended if no patrons are waiting, but renewal is not guaranteed. Patrons should be aware of the time limit and save their work accordingly.

- The computers at O'Neal Library automatically become unavailable for the last 15 minutes that the library is open. Patrons should save their work accordingly.

- The O'Neal Library provides free, unsecured wireless Internet access for patrons who agree to the Acceptable Use Policy. Patrons may login through the "ONLWirelessNetwork" or "ONLPublicPassword" networks.

III. Customer Responsibility

In order to ensure a positive experience for everyone, the Library requires that all customers shall:

- Use computers and wireless Internet network only for lawful purposes.

- Refrain from viewing pornographic visual materials or content that by contemporary

community standards would be considered obscene, since library users are of all ages, backgrounds, beliefs and sensibilities.

- Honor staff requests to end computer sessions.

- Respect the security of the network.

- Respect the configuration of computer equipment.

- Keep virus protection software up-to-date on personal laptops or other devices which access the Library's wireless Internet connection.

- Adhere to the legal protection provided by copyright. Even if materials are not marked with the copyright symbol, users should assume that all materials are protected unless explicit permission for open use is stated.

- Parents and guardians should supervise their children's use of computers and the Internet, including email, chat rooms and other forms of communication. As with all Library materials, the responsibility for what minors read or view on the Internet rests with a parent or guardian.

- Take personal responsibility for saving work, especially near closing times and during severe weather events.

- Take care to log out of personal accounts at the end of each computer session.

IV. Unacceptable Use

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
1. Uses that violate or encourage others to violate US, state, or local laws;
2. Transmitting threatening, obscene or harassing materials, including the use of profanity or offensive language;
3. Intentional or unintentional disruption of network users, services or equipment, including excessive bandwidth utilization;
4. Tampering with computer or network security, including "hacking" activities or any form of unauthorized access or using one's own software program on Library computers or without permission;
5. Disconnecting library equipment, including monitors, network cables, and electrical cords or altering computer settings without permission. Also, connecting personal devices or equipment directly to the Library network via Ethernet port;
6. Disclosing or sharing the user's library card barcode and PIN with others or

impersonating another user;

7. Developing and/or propagating programs that harass other users or cause harm to other computer systems, e.g. computer viruses or worms;
8. Copying, file sharing, downloading or distributing commercial software or other works or material, e.g. movies, music, games, in violation of state, federal, or international copyright laws;
9. Accessing or loading pornographic, obscene, or sexually explicit material;
10. Uses that compromise the safety and security of minors when using email and other forms of direct electronic communications.

V. Internet Content Filtering

The host site for Internet access at the O'Neal Library is the Jefferson County Library Cooperative (JCLC), a non-profit organization dedicated to providing Internet access and many other services to 41 public libraries around Jefferson County. To comply with the Children's Internet Protection Act (CIPA) requirement for federal funds, JCLC filters public and staff Internet access.

- No filtering service is completely effective, so patrons use the Internet at their own discretion and must evaluate the validity, usefulness and appropriateness of the information found.
- The filtering service may be turned off at the request of any adult user. Children under the age of nineteen (19) may obtain unfiltered access only when their parent or legal guardian supervises the entire computer session. Patrons who request unfiltered computer access must still adhere to this policy and all applicable laws.
- While O'Neal Library makes every effort to diminish the likelihood that minors will inadvertently retrieve text or images that are offensive, the Library and Library staff are not responsible for monitoring information accessed by children on the Internet and will not act in loco parentis nor assume the parent's authority with regard to the behavior of their children in the Library.

VI. Confidentiality and Privacy
- The Library will release customer use records, including those related to Internet usage, only as required by law, upon the approval of the Library Director.
- The Library does not, as part of its regular practice, retrieve any information, including websites visited, passwords, credit card numbers, or any other information customers have entered.
- Failure to log out of any personal accounts can allow others to access any personal information entered.

VII. Waiver

O'Neal Library cannot guarantee privacy for individuals using electronic resources, as

the Internet is not secure.

- O'Neal Library's wireless network is not secure. Information sent from your laptop can be captured by anyone with a wireless device and appropriate software within three hundred feet.
- O'Neal Library staff is not responsible for providing technical assistance and provides no guarantee that any personal device will make a wireless connection.
- O'Neal Library assumes no responsibility for damages arising from any use of the Library's connections to the Internet.
- O'Neal Library assumes no responsibility and no liability for any loss or damage incurred by anyone using the Library's computer resources. This includes any loss or harm incurred by a patron from transmitting any personal or financial information across the Library's network or the Internet.
- The O'Neal Library is not responsible for equipment malfunction, loss or damage to USB or external drives, data, or electronic transactions of any kind.
- The O'Neal Library is not responsible for stolen equipment. Please do not leave personal devices unattended.

VIII. Indemnification

Users agree to indemnify, defend, and hold harmless the O'Neal Library, its employees, and agents from any claim, demand, liability, cause of action, suit, judgment, or expense (including attorney's fees), arising from any use of the Library's computer equipment, network, phone lines, wireless service, or Internet connection.

IX. Failure to Comply

The O'Neal Library reserves the right to require individuals to discontinue computer use if individuals are observed violating any element of the acceptable use policy.

Failure to comply with this policy may result in the forfeiture of the user's right to access computers, the Internet, or the Library.

Repeat offenders may be permanently banned from using public computers.

X. Definition of Terms

1. Minor: The term "minor" for CIPA purposes means any individual who has not attained the age of 17 years.

2. Filter or Technology Protection Measure: A specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors.

3. Obscene: as defined in section 1460 of title 18, United States Code;
4. Child Pornography: as defined in section 2256 of title 18, United States Code;
5. Harmful to minors, means any picture image or graphic image file or other visual depiction that:
   o Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
   o Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
   o Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Sexual Act; Sexual Contact: as defined in section 2246 of title 18, United States Code