



Internet Acceptable Use Policy

Notice and Disclaimer

The Internet is a global entity and a rapidly changing information source. While much of the information accessed can be valuable and enlightening, the user may also find materials that are unreliable, personally offensive, or illegal under U.S. Law. Individual users must accept responsibility for determining the suitability of the content they choose to view. By accepting an Internet reservation at the Watauga Public Library, all users are agreeing to the posted version of this policy. It is the user's responsibility to read, understand, and follow the policies listed below.

The Library affirms the right and responsibility of parents and guardians to determine and monitor their children's use of Library materials and resources, including the Internet. Library staff cannot monitor the Internet resources that children may select. Any restriction of the child's access to the Internet remains the sole responsibility of the parent or guardian. Parents and children are encouraged to read Child Safety on the Information Highway (<http://www.safekids.com/child-safety-on-the-information-highway/>), produced jointly by the National Center for Missing and Exploited Children and the Interactive Services Association.

The Library chooses to use a filtering system, but cannot guarantee the filtering system will block sites considered by the user to be disturbing or offensive. The user assumes full responsibility for selection and use of Internet sites. Staff at the Reference Desk will be available to assist you if you are unable to locate a particular site, but cannot override websites blocked by the filter.

Free wireless access to the Internet is available for persons who wish to use their personal computers in the library. By choosing to use this service, the user agrees to abide by the Watauga Public Library's Internet Acceptable Use Policy, and assumes any risks associated with its use. The Library staff can provide general information for connecting to the network, but cannot

troubleshoot problems related to a patron's wireless device. The library is a public place and patrons should not have an expectation of privacy.

For the privilege of using the electronic resources, including Internet access, at Watauga Public Library, you hereby release and hold harmless the City of Watauga, its officers, agents, servants or employees, the Watauga Public Library, its staff, volunteers, representatives or advisors, from any and all liability or responsibility for any and all claims or expenses arising either directly or indirectly from the use of Library resources, whether or not caused, in whole or in part, by alleged negligence of the City of Watauga, its officers, agents, servants or employees, the Watauga Public Library, its staff, volunteers, representatives or advisors.

Please Note

1. Workstations are available on a first-come, first-served basis. There is a time limit if anyone is waiting and a maximum of two computer sessions per day per person. As long as no one is waiting, customers may have the option of additional time on each session in ten minute increments.
2. All public PCs have the same suite of software applications, online catalog, and Internet access.
3. Express computer stations (15 minutes) and regular computer stations (60 Minutes) are labeled.
4. PCs may be used to search the library's online catalog, and subscription databases; access the Internet; create documents with Microsoft Office products (i.e., Word, Excel, PowerPoint...); check e-mail; play games, and enjoy streaming audio and video.
5. The Library designates some computers for use by special populations of users, such as children. Computers in children's areas have software programs especially suited to children. Only children ages 14 and under, or adults who are working with a child, or staff of the Watauga Public Library, may use the computers in the Youth area.

6. Information may be printed (for a nominal fee) or downloaded onto their supported personal storage devices (i.e., flash drive, etc.). For printing, payment must be made before the system will process the print job. Printing is not available through the wireless network.
7. Users may not copy, download, or save personal files or software to the Library's computers' hard drives.
8. The Library employs virus scanning software and updates it regularly. This software will prevent the Library's PCs from opening files that contain viruses or other harmful programs.
9. The Library does not provide public e-mail accounts; Web-based e-mail may be used.
10. Users should avoid unauthorized disclosure, use, and dissemination of personal identification information.
11. All computer users are required to have their own Library card (Watauga Public Library card, MetrOPAC Library card, or a guest card) to sign in. The Library card must be current and may not have fines that have accumulated to \$5.00 or more.

No guest cards are issued to anyone under 18 years of age without parental consent (parent/guardian must be present).

Patrons must use their own Library card or a guest card to reserve/use a workstation for a maximum of two computer sessions per day per person. Guest cards are issued as a one-time courtesy to users from cities outside the MetrOPAC consortium, short-term visitors to the area, and first-time users who do not have required identification and address verification.

Identification is required to request a lookup of your card number at the Check-Out desk. Guest cards are not issued to patrons who already have a Library card but do not have it with them or to those who are eligible to be issued a Library card.

Do not use someone else's Library card number to access a computer. Any patron who uses someone else's library card number or a guest card number not issued directly to them is subject to losing their computer privileges.

Patrons may be issued a Computer Use Only Library Card which is valid for 6 months with proper identification.

12. It is suggested that wireless users have up-to-date virus software installed on their device.

13. Patrons may not attempt to alter, damage or monopolize Library computer hardware, software, or networks.

14. Patrons may not use their equipment in a manner that may cause physical harm to others: for example, power cords should not extend across walkways or aisles.

15. The Watauga Public Library is not responsible for work or information lost or corrupted due to computer, system, or electrical malfunction.

16. Patrons should take precautions to ensure that laptops and other wireless devices are secure at all times. Never leave a wireless device unattended, even for a few minutes. Theft of such devices is not the responsibility of the Watauga Public Library.

17. Patrons may not cluster around computers in a manner that creates an obstruction or creates noise that distracts others.

18. Patrons must use headphones when listening to audio content on computers, and must keep the volume low enough to not disturb others.

19. Disruptive or abusive behavior, misuse or abuse of the Library's hardware or software, use of unauthorized software, or refusal to comply with Library rules and procedures will result in loss of computer privileges.

Such misuse includes, but is not limited to:

- Altering or attempting to alter the Library's hardware, software or networks.
- Damaging or attempting to damage computer equipment or software.
- Disclosing, using, and disseminating personal identification information regarding minors without authorization.
- Gaining unauthorized access to another person's files.
- Hacking into the library system or any other computer system.
- Interfering with systems operations, integrity, or security.

- Sending harassing messages to other computer users.
- Using the computer for illegal activities.
- Violating copyright laws and software licensing agreements.

20. The Library promotes the safety and security of minors who use e-mail, and other forms of direct electronic communication by:

- Encouraging parents to monitor and supervise their own children's use of the Library's PCs.
- Encourage parents' to discuss Internet Safety Tips with their children:
 - ❖ Always ask your parents' permission before using your full name, address, telephone number, or school name anywhere on the Internet.
 - ❖ Always tell your parents or other adults you trust if you see something online that is scary or that makes you feel uncomfortable.
 - ❖ Don't respond to messages that make you feel uncomfortable or uneasy.
 - ❖ Never give out a credit card number or password online.
 - ❖ Never arrange to meet a person you've met online unless you discuss it with your parents and an adult goes with you.

Illegal acts involving the Library's computers and wireless network may also be subject to prosecution by local, state, or federal authorities, including, but not limited to, the following:

Section 43.22 of the Texas Penal Code prohibits the intentional or knowing display of an obscene photograph, drawing, or visual representation, while being reckless about whether a person is present who will be offended or alarmed by the display.

Section 43.24 of the Texas Penal Code prohibits the display of harmful material, defined in the law similarly to indecent material under federal law, if the displayer is reckless about whether a minor is present who will be offended or alarmed by the display.

Title 17 of the U.S. Code (U.S. Copyright Law) prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principle of "fair use." Users may not copy or distribute electronic

materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder.

Responsibility for any consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.

The Library reserves the right to terminate the Internet access privileges of any person who does not comply with the above. Patron cooperation is appreciated, and will enable staff to improve service and access to all.

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