



## INTERNET AND WORKSTATION ACCEPTABLE USE POLICY

This Acceptable Use Agreement details acceptable uses, rules of "online" behavior, and access privileges for Internet users.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Internet allows you to access and use information sources from distant computers, to communicate and share information with an individual or groups and to expand your knowledge base. You will have access to countless individuals and information sources.

### Acceptable Use

The purpose of the Otonabee – South Monaghan Public Library's Internet Computers is to facilitate communications to support individuals by providing access to unique resources and information. All use of this technological resource must comply with existing rules, laws and Acceptable Use policies, which are incorporated into this document and posted near each of the computers in the library.

### Privilege

The use of the Internet Computers is a *privilege*, not a right. The Otonabee – South Monaghan Public Library and Employees retain the right to determine whether the privilege of use should be granted or revoked.

### Controversial Material

It is impossible to control the content of data on the Internet. An industrious user may discover controversial material, which the user, parents, children and others may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. There are no filters, no Cyber Patrol or Net Nanny at these computers. ***Children twelve years of age or younger must be accompanied by an adult when using the Internet at the public library.***

### No Warranties

The Otonabee – South Monaghan Public Library makes no warranties of any kind, whether express or implied, for the service it provides, nor will it be responsible for any damages, which, a user might suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, service interruptions, errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Otonabee – South Monaghan Public Library accepts no

## **INTERNET AND WORKSTATION ACCEPTABLE USE POLICY CON'T**

responsibility for the accuracy or quality of information obtained through the Internet, or for any costs, liabilities or damages caused by the user. All users need to consider the source of any information obtained and its validity.

In addition to the above, the patron:

1. will only use Internet access for educational, community, employment, recreation and/or business development purposes
2. will not use the Internet access for any illegal or unauthorized act
3. will report any potential security problems to the staff at the Library
4. will not alter, tamper with or damage the Library's computer equipment or software configuration
5. will not engage in any form of vandalism, or harassment on the Internet
6. will not attempt to decrypt any encrypted material
7. will respect the privacy of others using the Internet
8. will accept that as a parent or guardian, I am responsible for my child/ward's use of the Internet
9. will respect intellectual and property rights and laws, including those for remote and local network data or information. This includes private, confidential or restricted data as well as copyrights and licenses to the use of, or access to information or programs
10. will follow the Library's service guidelines which the Library reserves the right to develop and revise as necessary
11. will acknowledge that the Otonabee – South Monaghan Public Library reserves the right to monitor all traffic on the computers, to review any material or user records to determine whether specific uses of access are appropriate

### **Penalties for Improper Use**

Any user violating the Internet Workstation Acceptable Use Agreement, service guidelines, rules and procedures, or any applicable provincial or federal laws is subject to loss of access privileges and any other actions deemed appropriate, including restitution.

## INTERNET AND WORKSTATION ACCEPTABLE USE POLICY CON'T

### Procedures

#### Note To User \*

All Internet users must sign and abide by the terms of the Internet Acceptable Use Agreement. **If you are 12 years of age, or younger, you MUST also have a parent or guardian with you when you use the Internet, and BOTH you and your parent or guardian must read and sign this agreement before you will be granted access to the Internet.**

#### HOW TO REGISTER

1. When you first arrive, you must Check-In with the Circulation Desk
2. At your initial visit to the Library, you must sign an Acceptable Use Policy.
3. Please arrive 5-10 minutes ahead of your booking time so as not to take away from your scheduled time.
4. Time slots can be booked for a maximum of one hour.
5. You are allowed 1 hour of Internet use a day.
6. It is best to pre-book your time by phone. It is possible to "drop in" to the library and take a chance that there will be a Workstation free.
7. After ten minutes pre-booked time slots on the Internet may be reassigned to anyone requesting the use of the Internet.
8. It is possible to book a time and find the Internet connection busy or slow.
9. Children 12 and under MUST be accompanied by an adult.
10. You may have questions. Please ask our staff for help. We hope that we've provided enough information for you so that you can work on your own.
11. Printing is available at 25 cents per black and white sheet and 1.00 cents per colour sheet.
12. Storage of personal data on a USB stick for later viewing at the site is encouraged.
13. The Library reserves the right to cancel or limit the access to the Workstations.
14. When you have finished your booking on the Internet terminals, please log off the computer properly to protect your privacy and Checkout with the Library Staff.

#### WORKSTATION GUIDELINES

Users must register with the Library Staff at the Circulation Desk either in person or by telephone. Internet time may be reserved, but only up to one week in advance. Ask Library Staff to book a time for you. If you cannot keep the reservation please call and cancel.

## **INTERNET AND WORKSTATION ACCEPTABLE USE POLICY CON'T**

1. You can only make 1 computer booking per day, reserving up to a maximum of 1 hour of Internet time per day.
2. A grace period of ten minutes is allowed. After this time, the time slot may be made available to other users.
3. Before using a Workstation, please check-in with the Library Staff before each use.
4. Children 12 years of age and under are required to have parent/guardian supervision at all times.
5. Violation of the "Internet Policy" could result in your Internet privileges being revoked.
6. Email is only available through public email providers such as hotmail.

### **Internet And Workstation Access Membership User Fees Are As Follows:**

Family - \$25.00 per year

Individuals - \$ 18.00 per year

Seniors and Students under age 18 years of age \$10.00 per year

Per 1/2 hour session - \$2.00

**These user fees help the library cover the costs of providing computer and Internet services to you. Thank you!**

We would like to help you make the best use of this library service. Please do not hesitate to ask for assistance. Your comments and suggestions are welcome.

To book a time on the Internet come to the library in person or call your library.

Each of the workstations has access to the Internet, word processing, spreadsheet software and much more.

Adopted September 14, 2004

Date of Review: October 12, 2012

Adopted: October 12, 2012