

## INTERNET/COMPUTER POLICY

The Swayzee Public Library is pleased to offer Internet access to its patrons. The primary purpose of the public use computers is for educational, research and employment. The library cannot control or monitor the vast amount of material accessible via the Internet. It is the responsibility of each patron (patron/guardian of minors under the age of 18) to use the Internet responsibly. Parents and guardians of minors are responsible for setting and conveying the standards that they and their children should follow when using media and information resources. Patrons are expected to use this resource in a manner consistent with this policy and will be held responsible.

All users of any computer owned and designated for use by the public must sign consent. Minors are allowed use of the computer only within our designated use and with a parent's signed consent form.

Time limit for use on the Internet is thirty (30) minutes unless no one is waiting to use the computer.

Wifi is provided for users and a password will be given to access upon request. Users have the ability to use our wifi.

Anyone may be asked at any time to log off the library's computer or wifi if there is suspicion it is being used for illegal activity or pornography. Repeated violations may result in suspension of internet/wifi use.

### THIRD PARTY SITES

Due to privacy concerns, library staff is only authorized to assist users in the location of third party sites and may not provide assistance in the accessing or utilization of sites, where private user information may be inadvertently disclosed or where goods and services are purchased. Third party sites include but are not limited to: sites relating to auctions banking and finance, e-commerce, legal matters, shopping, taxation, travel, unemployment or any other site where staff may inadvertently be made privy to private user information or where financial and/or monetary transactions are made.

### AGREEMENT VIOLATIONS

The following acts are in violation of the Library's Internet Guidelines:

Access of email, chat rooms, social websites, creation of bookmarks or game playing.

Access, upload, download or distribution of pornographic, obscene, or sexually explicit materials.

Transmit obscene, abusive or sexually explicit language.

Vandalize, damage or disable the property of another person or organization.

Access another person's materials, information, or files without the direct permission of that person.

Violate copyright, or otherwise use another person's intellectual property without his/her prior approval or proper notification.

Save files on the computer.

### VIOLATION

Violation of this policy may result in possible loss of computer use privileges, library privileges in general and/or expulsion from the library.