

## **Computer and Internet Acceptable Use Policy**

The Clyde-Savannah Public Library offers free access to the internet for the purpose of gathering information, research, and entertainment in agreement with our patrons' First Amendment rights. It is not acceptable to use the internet for any purpose which violates Federal or New York State law, and internet privileges will be suspended if patrons do not abide by this rule. Child pornography, obscene materials, and images that are considered "harmful to minors" are against the law, and prohibited.

The Clyde-Savannah Public Library employs a web site filtering program provided by the OWWL Library System. This filtering program may be unlocked by library staff, in case of serious educational research.

The library's internet workstations are in a public area and are shared by patrons of all ages. All patrons are requested to refrain from accessing graphic images that may be considered offensive. It is not acceptable behavior to transmit threatening, obscene, or harassing materials, or to interfere with or disrupt other patrons. All patrons will be expected to respect the privacy of the other Internet and computer users.

The user is held responsible for his/her activity on the internet. Patrons who do not abide by these rules may be prohibited from using computers or other library equipment, have their library privileges suspended, be barred from the library, and/or be prosecuted for illegal activities.

### **Wi-Fi Internet Access rules:**

Free Wi-Fi internet access is available throughout the library building, and parking lot.

Wi-Fi users are requested to be considerate of other patrons, and to use appropriate public behavior by not displaying disturbing graphic, obscene, or harassing images. They are also requested to use head phones, or ear buds, when listening to music, or other audio programs.

Wi-Fi users who fail to comply with these rules will initially be given a warning and may be asked to leave the library if the user remains non-compliant.

### **Rules for computer use:**

#### **Any misuse of these rules may result in forfeiture of your computer time**

- All users must have a valid OWWL card in good standing.
- Computers are on a first-come, first-served basis.
- Each patron may use the computers up to one hour per day. Additional one hour blocks of time are allowed based on the availability of other computers for patron use.
- Visitors may use computers as a guest of the library, but, in case of repeated use, will be asked to obtain an OWWL library card.
- Patrons are required to remain at their assigned computer, and not to change places without library staff permission.
- Computers are turned off fifteen minutes before the library closes.
- Computers may only be shut down or restarted by the library staff.
- Space limitations prohibit more than two (2) people maximum at any library desktop computer at one time.
- Patrons are asked to immediately report any problems or complaints about the equipment, or other patrons, to the library staff.
- Young children must be supervised while a parent/responsible adult is using the computer.
- All users who release personal information over the Internet, including social security or account numbers do so at their own risk.
- Patrons are requested to remember to log out of all email sessions.
- Patrons are not allowed to install any software. Only programs installed by the library may be used on the library's computers.
- The library is not responsible for the loss or destruction of personal files, if a virus is transferred from the internet via the library's computers on to a patron's own equipment.
- All files saved to the library computers are deleted daily. Users may download data onto their own electronic devices. Flash drives may be purchased at the circulation desk for \$1.00 each.
- There is a ten cent (10¢) per page charge for black and white printing, and a twenty-five cent (25¢) charge for color printing.
- Patrons need to ask for assistance if they are unsure how to print their documents from library computers. The user **will** be charged for **all** copies that are printed, whether they are wanted or not.