

Newell Public Library

## Internet & Computer Use Policy

The Newell Public Library provides internet to our patrons through the public computers and wireless use. The purpose of public access to the internet is to provide information resources to the patrons of the library. The Newell Public Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. The Newell Public Library cannot guarantee confidentiality over the internet.

### 1. Public Access Computer Procedures

- 1.1. Patrons must check out a computer pass
- 1.2. Computer passes are assigned to specific computers.
- 1.3. Patrons are responsible for locking computers when they are done using them. (click on start, select power, select sleep, after selecting sleep, the computer will lock)
- 1.4. Patrons must check in the computer passes when they are done with the computer.

### 2. Public Access Computer Rules

- 2.1. Adults have priority on computer time
- 2.2. Must be **8 years old or older** to be on the computer without a parent/guardian.
- 2.3. Maximum of **2 people per computer** at any given time.
- 2.4. Computer time is limited to **30 minutes** if there is a waiting list.
- 2.5. Headphones are available by the computers.
- 2.6. Headphones must be returned to the basket at the end of use.
- 2.7. Library staff is **NOT RESPONSIBLE** for what a child accesses on the computer, it is the parent/guardians responsibility to monitor their use.
- 2.8. There is **ZERO TOLERANCE** for any abuse towards any equipment (**NO HITTING, SMACKING, PUNCHING, or SMASHING the keyboards, mouse, headphones or monitors. This will result in an automatic strike and you will be asked to leave for the day!**)
- 2.9. Patrons must be respectful of other surrounding patrons
- 2.10. Wi-Fi is available for cellular devices and laptops
- 2.11. **DO NOT TOUCH THE POWER BUTTON ON THE PC OR THE MONITOR!**

**Inappropriate behavior on the computers will result in starting a 3 strike rule and you may be asked to leave the library. The 3 strike rule will restart at the beginning of the year. This may include; harassment, downloading of illegal materials, purveying illegal or graphic materials, etc.**

1. **First strike is a warning**
2. **Second strike will result in loss of computer privileges for the remainder of the day**
3. **Third strike will result in loss of computer privileges for the rest of the year.**

**IF YOU NEED HELP, PLEASE ASK! DO NOT PUSH RANDOM BUTTONS! THE LIBRARY STAFF IS HERE TO ASSIST YOU!**

**3. Public WiFi**

All library users have access to the public wifi. No library card is required. The wireless network is not encrypted. Users should be aware that any information sent or received could potentially be intercepted by another wireless user. The library assumes no responsibility for the safety of your device or data files.

**4. Minors**

Parents/guardians, NOT the library or its staff, are responsible for the internet information selected or accessed by their children. The library respects the rights of parents to determine what is appropriate for their children to read, hear, or view, but the library cannot enforce those rules, which may be different for each family in our community. The library does not act in loco parentis. It cannot substitute its judgment for that of parents or enforce parent's decisions about their children's internet use.

Minors are encouraged not to give others private information about one's self or others, including credit card numbers and social security numbers; nor to arrange a face-to-face meeting with someone one has "met" on the computer network or internet without a parent's permission.

**5. Inappropriate Matter**

The library computers may not be used to access inappropriate matter. Individuals covered by this policy are specifically forbidden to use the computers for unauthorized access, modification, hacking, cracking and other unlawful activities, including but not limited to accessing the library's network and other networks. Individuals covered by this policy are specifically forbidden to use the computers to provide unauthorized disclosure, use, and dissemination of personal identifiable information concerning themselves or any other person. Individuals covered by this policy may not use the library to access any material that might be harmful to minors.

Iowa law makes it illegal to download or purvey child pornography, purvey pornography to minors, or to commit fraudulent acts on the internet.

It is the policy of the Newell Public Library to fully comply with the United States copyright law.

**6. Enforcement**

The library reserves the right to terminate an internet session that disrupts library services or that involves any behavior that violates the library's policies. Violation of any of the above guidelines will result in the termination of the internet access for that individual. Length of time is up to the discretion of the Librarians.

This policy applies to patrons as required by the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA) which went into effect on April 20, 2001.