Internet Use at the Ohio Township Public Library System

Access to electronic information is now fundamental to satisfying the information needs of citizens of all ages. Access to the Internet enables researchers to explore thousands of libraries, databases, and other resources around the world.

The purpose of Internet access provided by the Ohio Township Public Library is to facilitate communications in support of research and education, both formal education and informal inquiry. That access is a privilege that requires responsibility by the user, as outlined in the following policy which shall be available for public viewing at all service desks and on the Library's website. Misuse of the computers or the Library's Internet Service or violations of the Library's **Internet Safety Policy** will result in the loss of the user's Library Internet privileges, and the possibility of criminal charges. The Library reserves the right to modify this policy at any time.

Internet Use Disclaimer

Notwithstanding the **Internet Safety Policy** attached hereto, the Ohio Township Public Library has no control over information accessed through the Internet and cannot be responsible for any content other than that which the Library itself creates. Library patrons use the Internet at their own risk. Children's access to the Internet is the sole responsibility of the child's parent or guardian. The Library assumes *no responsibility* for any direct or indirect incidental or consequential damages, loss of data, loss of profits, or loss of privacy, sustained or incurred in connection with the use, operations, or inability to use the computer system or from its connection to other Internet services.

Policies and Procedures

1.

To use the Internet Connection persons must have a current, valid Ohio Township Public Library card and their registration record must include an annotation that they have read this policy, including the Internet Use Disclaimer, and signed an agreement to abide by these rules and procedures.

2.

A custodial parent or guardian must come into the Library and sign the **Internet Use Certification and Agreement Form**
for those under age
18
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3.

Persons younger than 12 years old may use the Internet Connection *only* when accompanied *at the workstation*
by a parent or other responsible adult.

4.

No more than two people may use a computer at a time.

5. Use of the Library's Internet computers is limited to 90 minutes per user, per day. If another user is waiting to get on the computer, the original user may be asked to vacate the computer at the end of his or her current block of time.

6. All Library computers will be shut down 15 minutes before the Library's scheduled closing time.

1.

The Library Staff cannot provide in-depth training concerning the Internet, computer jargon, or personal computer use.

Rules

Users must abide by the following rules when accessing the Library's Internet Connection:

1.

Do not pretend to be someone other than yourself.

2.

The Library does not provide access to pornography. Users accessing pornographic images or materials on Library computers will have their Internet privileges suspended and may be asked to leave the building. The Ohio Township Public Library System complies with the Children's Internet Protection Act through the use of filters on its computers to filter visual depictions of:

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Obscenity

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Child pornography, and

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Materials harmful to minors (in the case of minors)

A supervisor, administrator or other authorized person may disable the filter to allow Internet access for lawful purposes for persons over the age of 17. The filters may not be disabled for persons under the age of 17 for any reason.

The Library also complies with the Neighborhood Children's Internet Protection Act through its *Rules for Safe Internet Use By Minors*
cited below.

3. Do not use the Library Internet Connection:

1.

to violate copyright or other federal or state laws;

2.

to violate the privacy of others;

3.

to access pornographic materials or sites;

4.

to transmit or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; or

5.

to encourage the use, sale, or distribution of controlled substances.

1.

Do not use the Library's Internet Connection for hacking or scamming, or otherwise to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to:

1.

distribution of unsolicited advertising;

2.

malicious attempts to harm or destroy the data of another user, the system, or any of the agencies or other networks that are connected to the Internet;

3.

doing intentional damage to hardware or software resident on the system;

4.

propagation of computer worms and viruses; and

5.

using the network to make unauthorized entry to any other machine accessible via the network.

1.

Do not misuse the Library's hardware or software. Misuse includes, but is not limited to:

1.

changing the configuration of any of the software on these computers;

2.

using the computers and peripherals in a manner that may damage the equipment;

3.

altering or attaching equipment to the Library's hardware;

4.

downloading files onto the hard drives of these computers;

(v) wasting Library resources (for example, computer supplies and paper, computer access time, or computer memory. Larger print jobs should be downloaded to a memory storage device.

1.

Altering, deleting, or adding to any of the configuration files, settings, software, or hardware of Library computers will be treated as destruction of Library property and prosecuted to the fullest extent of the law.

Rules for Safe Internet Use by Minors *

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I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.

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I will tell my parents right away if I come across any information that makes me feel uncomfortable.

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I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.

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I will never send a person my picture or anything else without first checking with my parents.

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I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the online service.

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I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

* Taken from Child Safety on the Information Highway By Lawrence J. Magid
(c) 1998 National Center for Missing and Exploited Children
http://www.safekids.com/child_safety.htm

Penalties

Misuse of the computers or the Internet Connection will result in the loss of the user's Library Internet privileges for six months following the first offense, for one year following a second offense, and permanently following a third offense.

(Approved by the Board of Trustees 11/12/2012)