

# Internet Use Policy

This Middleton Community Library offers access to electronic resources, including those on the internet. Access is a privilege, not a right, and requires responsibility on the part of the user.

The internet offers unlimited global access to all types of information. Not all sources are accurate, complete, current, legal or philosophically acceptable to all people. Some information may be offensive, controversial, illegal, erroneous, etc. It is the responsibility of the user to select or reject online information based on good judgment and discretion.

Our library cannot fully monitor or control the content of the materials on the internet, which changes rapidly and unpredictably. Parents and guardians of minor children must assume responsibility of their children's use of the internet just as they must with printed materials or visual materials.

## Acceptable Use

All electronic traffic originating from the library's network will be in accordance with acceptable use standards. Failure to abide by these standards may result in the loss of internet, computer, or other privileges.

1. Respect for the privacy of others.
2. Compliance with copyright law and licensing for individual data and programs.
3. Consideration for the security and functioning of computers, computer networks and systems.

## Unacceptable Use

Electronic resources may only be used for legal purposes by the public and staff in accordance with the ethical standards of the library. Examples of unacceptable use include, but are not limited to the following:

1. Uses for any purposes that violate applicable federal, state, or local laws including copyright laws.
2. Interfering with or disrupting other computer users, services, or equipment.
3. Attempting to gain or gaining unauthorized entry to other computing, information, or communications sources or devices (hacking).
4. Malicious, threatening, harassing, or obscene behavior or language.
5. Obscene behavior including public display of obscene materials on computer screens or in hard copy.
6. Misrepresentation of oneself or the library's network.
7. Activities that could cause congestion and disruption of networks and systems.
8. Unsolicited advertising.

9. To access, upload, download, transmit or distribute pornographic, obscene, or sexually explicit language or material.

## **Cautions**

1. Parents are cautioned to monitor their minor children's use of the internet.
2. Users are cautioned to guard closely the security of personal information, credit card numbers, computer accounts, passwords, and other types of authorizations when using the internet.
3. Users are cautioned to take steps to protect their systems from computer viruses and other destructive computer programs when downloading data to removable storage for use on other computers.
4. Electronic information should not be considered confidential. When required by law, the library must disclose all files to the extent required by law.
5. The library is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use or unavailability of the system.

Use of the internet stations is on a first-come, first-served basis. Time limits are set so all patrons seeking access will have an opportunity to do so.

## **Consequences**

1. Users that are found to be in violation of the Internet Use Policy will be subjected to denial of access, restriction of access, or if egregious, may be refused admission to the Middleton Community Library.
2. An initial warning of misconduct will be issued by library staff. This warning will be conveyed in a firm but respectful manner by library staff. The user will be reminded of their agreement at the start of their session to comply with the components of the Internet Use Policy. The user will be informed that their computer session will be terminated if they do not correct their behavior.
3. If the user is not compliant to the first warning, the library staff will issue a final warning of misconduct. This warning will be conveyed in a firm but respectful manner by library staff, reiterating the components and consequences of noncompliance with the Internet Use Policy. The user will inform the user that this is their final warning.
4. If the user is not compliant to the final warning, the library staff will terminate the user's computer session. The user will be denied access to the library's network. The user may be denied admission to the library if noncompliant.
5. In cases of dispute regarding access to the internet, library staff will make the final judgment regarding access.